

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NW 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-26-035

Closing Date: 13 August 2026

Position Title: Human Resources and
Administration NCO

Location: 155 FSS, Lincoln, NE

Military Grade Range: Minimum AB/E1 - Maximum SMSgt/E8

Military Requirements: Designated AFSC for this position is 3F0X1. Authorized grade for the position is up to a MSgt/E-7 and SMSgt/E-8 is contingent upon the availability of a control grade. AFSC qualifications include ASVAB A: 59, be able to lift 40 lbs and have a PULHES of 233222. AFSCs not open to non-United States Citizens. AFSCs identified are open to United States nationals. Must be able to obtain and maintain a Secret security clearance. Applicants will review the qualifications for the award of this AFSC in the AFECD. Failure to review these qualifications may result in the applicant not being eligible for the position.

Area of Consideration: Open to current NEANG members in the rank of SSgt/E-5 to MSgt/E-7 that are fully qualified in 3F051/3F071

Specialty Summary:

Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensures mission readiness, personnel accountability, and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Advises commanders and Airmen on career progression, benefits, entitlements, and personnel readiness. Administers assignments, promotions, separations, retention programs, casualty operations, workforce planning, personnel data systems, and compliance inspections. Oversees executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution. Manages military postal operations, ensuring secure and timely processing of official and personal mail in accordance with DAF, United States Postal Service (USPS), and federal regulations. By integrating these diverse functions, HRA professionals enhance strategic personnel management, strengthen organizational cohesion, and contribute directly to the operational success of the Air Force.

Duties and Responsibilities:

Personnel Programs. Manages military human resource programs and provides guidance to commanders and Airmen on DAF personnel policies. Directs assignments, promotions, separations, retirements, classification, awards, decorations, retraining, casualty reporting, personnel reliability, and readiness programs. Determines program eligibility, counsels Airmen on reenlistment opportunities, benefits, and entitlements, and implements force management tools such as boards, selective reenlistment, and bonus programs. Supplies leadership with detailed personnel reports and statistical analyses to inform strategic decision-making. Personnel Data

The Military Department of Nebraska is an Equal Opportunity Employer

Management and Analysis. Ensures personnel data integrity through systematic auditing, analysis, and discrepancy resolution for both deployed and in-garrison personnel. Develops, interprets, and reviews management assessment products and transaction registers to maintain compliance and accuracy. Conducts routine crosschecks between personnel systems and source documents, identifying and correcting inconsistencies. Compiles, organizes, and submits management data and reports to facilitate personnel decision-making while tracking key metrics to enhance readiness and operational efficiency. Personnel Actions and Accountability. Handles personnel processing and accountability, ensuring precise tracking of DAF personnel across garrison and deployed locations. Executes in- and out-processing, duty status reporting, and personnel movement tracking, including leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Maintains personnel readiness by ensuring timely updates to duty status and personnel records. Compliance, Inspection, and Counseling. Conducts inspections to verify compliance with DAF personnel policies and directives. Identifies discrepancies, recommends corrective actions, and monitors personnel processing for timeliness, propriety, and accuracy. Provides counseling and advisory support to Airmen on personnel programs, benefits, entitlements, and career progression, assisting them in navigating administrative processes. Commander Support Staff (CSS). Manages organizational personnel and manpower programs, ensuring accuracy in database systems and coordinating personnel actions between units and military personnel organizations. Administers administrative functions, including evaluations, decorations, recognition programs, fitness tracking, and in-/out-processing. Maintains personnel records, duty status changes, and suspense systems for personnel actions and correspondence. Oversees leave web programs and assists Airmen with web-based personnel applications. Prepares and processes disciplinary actions, including Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions in support of command personnel management.

Personnel Support for Contingency Operations (PERSCO). Executes PERSCO functions, maintaining personnel accountability for deployed forces and ensuring accurate reporting to combatant commanders. Conducts casualty reporting for missing, deceased, ill, or injured personnel while coordinating inbound and outbound operations for deployed locations. Provides critical personnel support, including virtual record updates, emergency leave processing, and promotion actions. Acts as a vital link between deployed personnel and home stations, ensuring operational continuity and personnel readiness in contingency and wartime environments.

Administrative Support. Provides executive administrative support to General Officers, Senior Executive Service civilians, and military leaders, ensuring seamless coordination of travel, lodging, itineraries, and official functions. Assists commanders in executing official events, including recognition ceremonies and Distinguished Visitor (DV) engagements, by managing logistics, venues, mementos, and guest lists. Leads executive correspondence management, facilitates meetings, and administers organizational communications, including document preparation, distribution, workflow management, and electronic mail organization. Carries out administrative duties such as calendar management, meeting coordination, and customer service while ensuring compliance with communication standards and formatting requirements. Postal and Official Mail Operations. Directs and supervises postal operations, ensuring secure handling, processing, and distribution of official correspondence in accordance with United States Postal Service (USPS) and military postal regulations. Manages Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA) to facilitate efficient mail processing and delivery for authorized users. Administers postal financial services, including postage sales and money orders, while maintaining accountability through accurate records and reporting. Coordinates mail transportation logistics, resolves distribution issues, and monitors air carrier facilities to ensure timely delivery via military and commercial carriers. Handles official mail functions, including receipt, distribution, expenditure tracking, and compliance with Private Express Statutes. Manages contracting officer representative duties for outsourced operations, ensuring regulatory compliance and effective communication within the organization with other duties as assigned. Position placement for this announcement may include Force Management, Career Development, Installation Personnel Readiness, or Command Support Staff.

Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

3.2. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

3.3. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 3F051. Qualification in and possession of AFSC 3F031 and completion of all core.

3.4.2. 3F071. Qualification in and possession of AFSC 3F051 and completion of all core.

3.4.3. ★3F091. Qualification in and possession of AFSC 3F091. Also, experience managing and operating Personnel programs such as assignments, classifications, promotions, evaluations, readiness, retentions, adverse actions, and casualty operations.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty: 3.5.1.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs, the following are mandatory:

3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.2. Must maintain eligibility to access personnel data systems.

★ **Notes: AFR specific requirements:** Retraining into the 3F0 Career Field is limited to E-6 and below for the Air Force Reserve. Only individuals who have obtained the 9-skill level in the 3F0 AFSC may be selected for 3F000 Key, Command, and Joint (KCJ) and 3F000 above-wing level positions in the Air Force Reserve. The 9-skill level must have been earned prior to placement in the 3F000 position.

★**ANG specific requirements:** Retraining into the 3F0 Career Field is limited to E-7 and below. See the ANG Waiver Classification Guide for more details on retraining. A 3F091 must have been earned prior to selection/placement in a 3F000 duty position.

★**Note for ARC Only:** Refer to the 3F Introduction section for FSS SEL position information.

Application Instructions

Please read the application instructions as there have been changes to the application and process for applying.

!!!-IMPORTANT NOTICE-!!!

Applications will be screened after the job closing date, not prior unless requested.

Please review your application for accuracy before you submit to HRO.

Nothing will be added to the application after 1600 hours (CDT) on the closing date.

Application packets sent to courtney.ybarra@us.af.mil with a subject line of "Job Application AGR-AF-__ (list job announcement number)".

Electronic applicants will be submitted as ONE flowing attachment.

Applications submitted in multiple attachments or adobe portfolios will not be accepted.

Applications submitted in binders or document protectors will not be accepted.

Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

- Candidates may apply by submitting a completed Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1. Reference ANGI 36-101 Para 4.2 the following documents must be submitted. Packets without the appropriate documents or written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

- ☐ Yes ☐ No **Application NGB Form 34-1, dated 20131111. This form can be downloaded from the Nebraska National Guard Opportunities webpage. Previous versions will not be accepted.** _____(Initials)
- ☐ Yes ☐ No **Current RIP or SURF report within 12 months of closing date.** _____(Initials)
- ☐ Yes ☐ No **Last 3 Evals (EPB/OPB) – If not current (missing/overdue/etc), provide statement addressing missing reports.** _____(Initials)
Does not apply to members in the rank of AB-A1C or if you do not have 3 projected evaluations
- ☐ Yes ☐ No **Current Point Credit Summary within 12 months of closing date.** _____(Initials)
Applies to Reserve Component/ANG Only
- ☐ Yes ☐ No **Current Flying History within 12 months of closing date.** (if applicable)
_____ (Initials)
- ☐ Yes ☐ No **Current AF422 or DD2992 within 12 months of closing date.** _____(Initials)
If forms are not within 12 months of closing date – contact medical for updated forms or medical memo
- ☐ Yes ☐ No **Current Fitness Assessment within 12 months of closing date.** _____(Initials)
Member must provide current documentation showing they meet the **fitness standard score of 75 or higher**

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.

The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, sex, religion, national origin or ethnicity.