

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-26-019

Closing Date: 22 May 2026

Position Title: MXG UDM

Location: 155th MOF, Lincoln, NE

Military Grade Range: Minimum SSgt/E-5 - Maximum MSgt/E-7

Military Requirements:

AFSC – Any AFSC with a minimum 5 skill level. UMD supports up to MSgt/E7, minimum rank of SSgt/E5. Per AFECDD-Aptitude 56/G--Physical profile/PULHES 3/3/3/2/3/3.

Area of Consideration: All members of the Nebraska Air National Guard with a minimum rank of E-5 and Maximum Rank of E-7.

Specialty Summary:

Principle advisor to the organization commander on all issues related to deployment readiness and execution. Implements and executes commander-directed deployment actions for assigned personnel and cargo. Monitors and maintains unit deployment readiness statistics and implements commander, MAJCOM, and HAF deployment readiness guidance. Exercises general supervision over assigned squadron personnel in all matters related to deployment readiness and execution. Related DoD Occupational Subgroup: 155100.

Duties and Responsibilities:

- 2.1. Provides the organization commander a deployable force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the deployment readiness of military members, and assigned deployment equipment. Prepares organization personnel and cargo to deploy in support of mission requirements. Exercises the necessary leadership to provide and sustain a mission-ready capability for the organization commander.
- 2.2. Advises the organization commander on readiness status. Assists the commander in preparation and execution of unit deployments.
- 2.3. Works with supervisory personnel to ensure individual readiness is maintained. Ensures readiness standards for deployment are met by all organization personnel. Provides leadership and guidance to supervisors and members enabling them to maintain the highest level of readiness. Coordinates resolution of complex readiness problems related to deployment activities with appropriate base agencies. Maintains liaison with the Installation Deployment Readiness Cell to ensure squadron readiness and awareness of current deployment operations. Ensures personnel training and cargo readiness is provided.

- 2.4. Coordinates deployment in-processing actions of newly assigned personnel to ensure members are assigned to the correct AEF Band, added to the Aerospace Reporting Tool (ART) database, and their Air Force Deployment Folders are created.
- 2.5. Creates and manages the unit deployment folder program through a proactive inspection program.
- 2.6. Manages and tracks passport and visa requests for members deploying OCONUS IAW the DoD Foreign Clearance Guide.
- 2.7. Manages organization micropurchase program for deployment equipment orders IAW applicable reporting instructions.
- 2.8. Schedules deployment and readiness training IAW requirements identified in applicable reporting instructions and published Air Force Instructions. Manages small arms training requirements.
- 2.9. Uses Logistics Module (LOGMOD) to develop and maintain unit type codes (UTCs) for which their organization is a pilot unit. Ensures equipment meets Mission Capability Statement requirements, are error free, and coordinates with the Installation Deployment Readiness Cell for submission to MAJCOM for approval and inclusion in AF planning documents. Validates UTCs biennially, or more often as required, to ensure organization is capable of meeting wartime requirements.
- 2.10. Manages and maintains organization AEF UTC Reporting Tool (ART) inputs and status updates for assigned military members. Reviews and validates information contained within Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), Designed Operational Capability statements (DOC), Mission Essential Task Lists (METLs), and LOGMOD Deployment Requirements Manning Document (DRMD). Advises commander when matters impacting deployment readiness arise.
- 2.11. Tracks and verifies organization personnel medical status in regards to deployment readiness.
- 2.12. Coordinates transportation requirements with the Installation Deployment Readiness Cell.
- 2.13. Processes organization commander shortfalls and reclama requests through prescribed AF systems.
- 2.14. Processes notional, contingency, exercise, deployment, and rotational taskings to ensure the appropriate individual or cargo asset is deployed in support of warfighter requirements. Pare and tailors equipment UTCs upon MAJCOM approval to ensure the proper capability is deployed to support the warfighter.
- 2.15. Supervises Cargo Increment Monitors to ensure cargo is properly maintained at a feasible state of readiness, prepared for shipment, and accountability has been maintained.
- 2.16. Performs all necessary actions to ensure military members are reintegrated into non-combat orientated environments as directed by AF policies.
- 2.17. Briefs organization leadership and personnel on deployment readiness matters.

Specialty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of logistics planning techniques in functional areas of supply, transportation, contracting, services, force protection, operations, personnel, comptroller, medical, and legal as impacted by, and as they impact organizational deployment readiness; Air Force operations and organization; processes of deployment, redeployment, reintegration, and reconstitution; command and control techniques; techniques of conducting readiness assessments; data processing and electronic data processing equipment; and basic budgeting techniques.
- 3.2. Education. For entry into this SDI, completion of high school or general educational development equivalency is mandatory.
- 3.3. Training. For retention of this SDI, completion of the AF Unit Deployment Manager Course and certification by the organization's host Installation Deployment Readiness Cell in core tasks is mandatory.
- 3.4. Experience. For entry into this SDI, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.
- 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 mandatory entry requirements.

3.5.2. For entry and retention of this SDI:

3.5.2.1. No recorded evidence of emotional instability, personality disorder, or other unresolved mental health problems.

3.5.2.2. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse.

3.5.2.3. Never been convicted by a general, special, or summary courts-martial.

3.5.2.4. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) which resulted in either reduction or suspended reduction in grade, or correctional custody.

3.5.2.5. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying.

NOTE: Categories of offenses are described and listed in AFI 36-2002, Regular Air Force and Special Category Accession, Uniform Guide List of Typical Offenses.

3.6. For award and retention of this SDI,

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

3.6.2. Specialty requires routine access to Tier 3 (T3) information, systems, or similar classified environments.

3.6.3. Completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program, is mandatory.

NOTE: Award of the SDI without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405

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 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, provide statement addressing missing reports.** _____(Initials)

Does not apply to traditional enlisted Airman or if you have not acquired 3 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 current – 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.