

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-25-018

Closing Date: 07 March 2025

Position Title: Program Analyst

Location: 155th Civil Engineer Squadron, Lincoln, NE

Military Grade Range: Minimum SSgt/E5 - Maximum CMSgt/E9

(Current UMD Supports up to MSgt/E-7. Promotion dependent on UMD and controlled grade availability.) Start date for this position will be 1 June 2025.

Military Requirements: Selected candidates will be required to be in a compatible military grade and assignment prior to the effective date of placement. Selectee must have and maintain a secret security clearance. This position is fenced, therefore, the selectee cannot take the AGR employment authorization with them to any other full-time position.

Compatible Military Assignments: Enlisted-3E0X1, 3E0X2, 3E1X1, 3E2X1, 3E3X1, 3E4X1, 3E5X1, 3E6X1

Individual does NOT have to be currently assigned to one of these career fields to be considered for this position; however, compatibility requirements must be met prior to appointment to the position.

Area of Consideration: All members of the Nebraska Air National Guard or those eligible to become members in the grade of AB/E-1 –CMSgt/E-9 may apply for this position.

Specialty Summary:

The organizational location of this position is in the Operations Section at an Air National Guard Civil Engineer Squadron (CES). This is an Air National Guard Dual Status Technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is to serve as the subject matter expert in managing the unit PRIME Base Engineer Emergency Forces (BEEF) and Mobility programs which includes civil engineering (CE) unit activities. This position develops concepts, procedures, and systems necessary to implement the unit PRIME BEEF and Mobility Programs to include Air Expeditionary Force (AEF) deployment/CE management.

Duties and Responsibilities:

1. Plans, organizes, and manages the day-to-day activities of the civil engineer unit with regards to the PRIME BEEF and mobility programs for critical essential mission requirements. Manages deployment/contingency planning for mission accomplishments. Serves as the subject matter expert and consultant to the unit commander on all matters pertaining to the availability and management of CE administration and services, and PRIME BEEF and mobility programs impacting the unit. Develops goals and objectives and reviews and revises policies, procedures, mission objectives, and implements quality improvements. Plans work to be accomplished, set and adjusts priorities to meet organization and customer needs. Provides direction and advice regarding operating policies, procedures, and guidelines. Accomplishes CE administrative tasks. Evaluates requirements and balances organizational needs with overall mission requirements and available resources. Reviews available resources (i.e. personnel, equipment) and maximizes their use in support of the CES. Provides guidance on a range of operating and administrative issues. Identifies deficiencies and develops/implements plans for increasing mission readiness. Ensures the civil engineering unit meets

The Military Department of Nebraska is an Equal Opportunity Employer

requirements for wartime capability and/or AEF requirements. Identifies need for change in priorities and implements changes. Makes decisions on work issues and initiates necessary actions. Takes action to address and/or resolve daily operating problems/issues. Plans, efficiently organizes, and effectively manages the civil engineer administrative, PRIME BEEF, and mobility activities in compliance with guidance. Effectively manages resources to meet the needs of the organization and mission requirements. Provides accurate guidance on a range of operating and administrative issues and resolves daily operating problems/issues. 20%

2. Manages the PRIME BEEF and Mobility programs for the CE unit. Evaluates the effectiveness of PRIME BEEF and mobility programs for the unit. Analyzes data and reports. Provides advice and technical guidance in all areas related to PRIME BEEF and Mobility. Reviews/approves and maintains a current file of PRIME BEEF and mobility plans. Prepares the unit for rapid deployment in support of plans for mobility, contingency, wartime operations, operations security, emergency response, support plans and programs, and exercises which provide training for unit members. Provides required support for all aspects of the Fire Protection Program to include O&M and RPA funding, equipment acquisition, equipment maintenance, protective clothing/devices, training aides, and PRIME BEEF and Mobility requirements. Analyzes the readiness capability of the unit through evaluation of training, equipment status, manning, and unit supervision. Reviews status of equipment and personnel assets for Status of Resource Training System (SORTS) reporting. 20%

3. Procures, stores, and maintains mobility equipment and home station training equipment as required by specific Equipment and Supply Listing (ESL), and Allowance Source Codes (ASC). Manages unit deployable and home station equipment and supply program to include requisitions, inventories, turn-in and repair and maintenance of mobility equipment, tool kits, mobility bags, ammunition and home station training equipment. Directs and implements weapons, scheduled maintenance and serviceability checks of mobility equipment and Precision Measurement Equipment Laboratory (PMEL) items IAW directives. Monitors host base supply documents to assure due-in equipment arrives in minimal time and that equipment complies with standards and descriptions of originally ordered items. Reviews and identifies changes in ESL to ensure equipment inventory is current and correct. 15%

4. Performs work for the planning and management of the administrative budget and related financial documents. Develops projected financial requirements based on previous funding records, surveys of supervisors or program managers and knowledge of internal operational requirements (i.e., mandatory NG Technician or military training; equipment upgrades or maintenance needs, etc). Reviews and analyzes resource management, supply system, and general accounting system reports to monitor expenditures, correct discrepancies and revise requirements. Compiles and submits financial data used in a variety of financial analyses reports. Routinely coordinates with Wing comptroller and financial management staff personnel on matters pertaining to resource management within the CE function. Works closely with supervisors and program managers in utilization of resources, resolving problems, and reassessment of funding/resource requirements. Monitors funding status, comparing obligations and expenditures in order to identify over or under obligation of funds. Identifies potential problems and recommends corrective action and/or new internal procedures. Prepares and submits required reports within established suspense and in the correct format. Attends and provides input pertaining to CE operations at quarterly and annual financial working group meetings and annual financial management meetings. 15%

5. Establishes and develops training programs and classes for PRIME BEEF, OJT and wartime task training. Analyzes and schedules required training to ensure unit fulfills requirements in accordance with directives. Evaluates training needs and coordinates with host base civil engineer office to determine projects available for accomplishment during Unit Training Assembly and annual tours. Directs and coordinates acquisition of supplies and materials to accomplish work projects. Determines availability of work skills, establishes priorities, prepares work schedules, and maintains records of work accomplished. Ensures projects provide adequate proficiency and upgrade training. Determines task accomplishment during tenure of assignment, the priority of accomplishment, frequency, and scheduled start and completion dates for each task. 10%

6. Develops unit mobility and deployment plans to meet worldwide contingencies. Establishes and implements procedures and programs to prepare the unit to support peacetime missions, wartime plans, and Wing wartime bed-down requirements. Analyzes current unit Contingency Operations Mobility Planning and Execution System (COMPES), Logistic Detail Listing (LOGDET), MANPER B and develops individual and team pallet configuration to insure hazardous cargo; and loaded and secured pallets comply with established airlift movements. Establishes working relationships with personnel at NG level, gaining MAJCOM, and other

agencies that impact and incorporate changes to unit deployment plans. Coordinates with the Wing's plans officer concerning unit/flight wartime tasking.

Identifies unit issues and problems that directly impact the Wing and other organizational requirements. 10%

7. Maintains contact with NG ANG/A7XX, A3, A1 and S-Team to ensure currency and accuracy concerning management of CE wartime operations and PRIME BEEF Program requirements. Determines appropriate actions to resolve shortfalls/limitations. Prepares narrative reports outlining observations, options for change and recommendations for proper courses of action. 10%

8. Other duties as assigned.

Specialty Qualifications:

1. The incumbent of this position description must have at a minimum, a completed National Agency Check (NAC) prior to position assignment.
2. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
3. This position may be designated mission essential based on local conditions. Mission essential personnel report for duty at normal times when the unit is closed or delayed reporting and remain on-duty during phased or early release.
4. May occasionally be directed to work other than normal duty hours.
5. May require travel in military and/or commercial aircraft to perform temporary duty assignments.
6. The work may require the incumbent to drive a motor vehicle; if so, an appropriate valid driver's license is mandatory.
7. May be required to wear special protective clothing such as coats, boots, vests, gas masks, and/or helmets and may be exposed to high levels of noise such as aircraft engines.

NOTE: Award of the entry level 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. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to ng.ne.nearng.list.hro-agr-job-apps@army.mil with a subject line of "Job Application AGR-AF-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments 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.

Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes No 1. Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, **dated 20131111**. This form can be downloaded from the ne.ng.mil website. **Previous versions of the form**

will not be accepted. Application must be signed and written explanations for YES answers must be provided within the application packet. ____ (Initials)

____ Yes ____ No 2. **Records review RIP or SURF Sheet** ____ (Initials)

____ Yes ____ No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR)**, or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. ____ (Initials)

____ Yes ____ No 4. **Current Point Credit Summary** - Applies to Reserve Component/ANG Only ____

____ Yes ____ No 5. **Current Flying History Report** (if applicable) ____ (Initials)

____ Yes ____ No 6. **AF 422 or DD 2992** (showing current physical PULHES) and PHA within 12 months ____ (Initials)

____ Yes ____ No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History**

Member must provide current documentation showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. ____ (Initials)

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Mail applications to: *NE National Guard*
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

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, gender, sexual orientation, religion, national origin or ethnicity.