

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-26-046

Closing Date: 16 February 2026

Position Title: Administrative Officer (213401)

Location: 2-134th IN, Bellevue, NE

Military Grade Range: Minimum CPT/O3 - Maximum MAJ/O4

Military Requirements: Designated MOS is 11A. Captains must be post Company Command, Captains Career Course complete, 4 years TIG as of closing date. Must possess and maintain a valid SECRET security clearance. **Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21 for further demand rating and qualifications for initial award of MOS. Failure to review these qualifications may result in the applicant not being eligible for the position.**

Area of Consideration: All members of the Nebraska Army National Guard and meeting the minimum requirements may submit applications for this position. **All current hiring procedures will be in accordance with NEARNG Selection Process Policy guidelines. Selected AGR candidates from Area 1, 2, and 3 will incur a 24-month stabilization period applicable to future lateral assignments. These candidates will not be eligible for lateral assignment for 24 months from the date of assignment to the advertised position. Selected candidates from Area 4, who begin an initial AGR tour, will incur a 36-month stabilization period applicable to future lateral assignments and a 24-month stabilization period for future promotions. These candidates will not be eligible for lateral assignment for 36 months and will not be eligible for promotion to the next higher grade for 24 months from the date of assignment to the advertised position. Selected candidates who do not meet the maximum grade for which the position is advertised will be able to promote to the maximum grade of the position upon eligibility.**

Qualified applicants will be referred to the selecting official in the following order.

Area 1: On-board AGR Soldiers in the rank/grade of MAJ/O4 who are 11A qualified.

Area 2: N/A

Area 3: On-board AGR Soldiers in the rank/grade of CPT/O3 who are 11A qualified and meeting the military requirements as listed above.

Area 4: All members of the Nebraska Army National Guard in the rank/grade of CPT/O3 and MAJ/O4 who are 11A qualified and meet the military requirements as listed above may submit applications for this position.

General Requirements:

1. The ability to consolidate and analyze data.
2. The ability to develop procedural/regulatory guidance.
3. The ability to apply personnel management practices and techniques.
4. The skills required to supervise personnel.
5. The ability to communicate effectively, both orally and in writing.

Summary of Duties: Serves as the principal full time support staff officer responsible for the 2-134th IN and subordinate units. Provides supervision, management, leadership and coordination to the full-time support personnel. Provides day to day actions facilitating command decisions, and implement plans and concepts. Ensures armories, facilities and property are properly utilized, secured and cared for. Formulates policy and provides follow up supervision to insure compliance with directives. Oversee implementation of Strength Maintenance activities across the Battalion. Responsible for personnel services such as evaluations, promotions, personnel assignments, morale, personnel utilization, and awards. Develops plans and programs and supervise the implementation for safety and accident prevention. Coordinates with the Chain of Command

in allocation of manpower and work place. Manage battalion inspection program, to include CIP and SAV. Performs additional duties as assigned.

Application Instructions

E-mail may be sent to nq.ne.nearng.list.hro-agr-job-apps@army.mil with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. Electronic applications will be submitted as one PDF attachment named "*Last Name, First Name, AGR-AR-__-__ (list job announcement number)*". Applications submitted in multiple attachments 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 AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 the following documents must be submitted. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the *Application Checklist* to ensure proper documentation is submitted. The *Application Checklist* can be downloaded from the *Nebraska National Guard Opportunities* webpage.**

To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.

In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.

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

Applications may be submitted by e-mail or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

Hand deliver 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 verify receipt of their application telephonically or via email.

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