

MEMORANDUM FOR Applicants for the AGR-AR-25-042 Position Vacancy

SUBJECT: Amendment of Vacancy Announcement Number AGR-AR-25-042

The following announcement amendment has been added to the Nebraska National Guard website. You may access it through this link. [Job Announcements \(ng.mil\)](http://ng.mil)
Individuals responsible for posting paper copies to unit bulletin boards will need to print them from the html documents on the website.

1. Reference Army Guard Reserve (AGR) Vacancy Announcement AGR-AR-25-042, announcing the position of the Medical Detachment Administrative Officer is amended as follows:

AS AMENDED READS:

Area 1: N/A

Area 2: N/A

Area 3: N/A

Area 4: Members of the Nebraska Army National Guard in the grade of CPT/O3 or MAJ/O4 who have completed company command and meet the PME, TIG, and branch qualification requirements as listed.

IS FURTHER AMENDED TO READ:

Area 1: Transfers of on-board AGR personnel (CPT/O3 - MAJ/O4).

Area 2: N/A

Area 3: N/A

Area 4: Members of the Nebraska Army National Guard in the grade of CPT/O3 or MAJ/O4 who have completed company command and meet the PME, TIG, and branch qualification requirements as listed.

//signed//

CORY N. HUSKEY
LTC, NE USA
AGR Branch Manager

MEMORANDUM FOR Applicants for the AGR-AR-25-042 Position Vacancy

SUBJECT: Amendment of Vacancy Announcement Number AGR-AR-25-042

The following announcement amendment has been added to the Nebraska National Guard website. You may access it through this link. [Job Announcements \(ng.mil\)](http://ng.mil)
Individuals responsible for posting paper copies to unit bulletin boards will need to print them from the html documents on the website.

1. Reference Army Guard Reserve (AGR) Vacancy Announcement AGR-AR-25-042, announcing the position of the Medical Detachment Administrative Officer is amended as follows:

AS READS:

Closing Date: 11 March 2025

Area 1: Lateral Transfers of on-board AGR personnel (MAJ/O4).

Area 2: N/A

Area 3: Transfers of on-board AGR personnel (CPT/O3).

Area 4: Members of the Nebraska Army National Guard in the grade of CPT/O3 or MAJ/O4 who have completed company command and meet the PME, TIG, and branch qualification requirements as listed.

IS AMENDED TO READ:

Closing Date: 25 March 2025

Area 1: N/A

Area 2: N/A

Area 3: N/A

Area 4: Members of the Nebraska Army National Guard in the grade of CPT/O3 or MAJ/O4 who have completed company command and meet the PME, TIG, and branch qualification requirements as listed.

//signed//

CORY N. HUSKEY
LTC, NE USA
AGR Branch Manager

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-25-042

Closing Date: 11 March 2025

Position Title: Administrative Officer (12020)

Location: MEDDET, Lincoln, NE

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

Military Requirements: Designated AOC for this position is 05A AMEDD immaterial. Experience using DTS, EES, IPPS-A, My Unit Pay, DTMS, iPERMS, MEDPROS, eMMPS, MODS, MWDE, and MedChart. 1 year BN or higher staff experience. The ability to interpret regulatory guidance and prepare reports and training guidance. Applicants must possess and maintain a SECRET security clearance. Medical knowledge and background to support and understand medical practices as well as medical readiness and medical training. Must complete Fiscal Law and other required fiscal training. Must maintain HIPPA certification. **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 meeting the minimum requirements may submit applications for this position. **All current hiring procedures will be in accordance with NEARNG Selection Process Policy guidelines. AGR's within 24 months of initial tour or 18 months of assignment or reassignment of closing date of this announcement requires a stabilization waiver. Stabilization waiver request must be submitted with application by closing date.**

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

All on-board AGR O3/O4 in the NEARNG who are Medical Service Corps or meet the requirements to fill AMEDD Immaterial position. Must have Captains Career Course and Company Command complete with 4 years Time in Grade as of closing date of the announcement.

Area 1: Lateral Transfers of **on-board** AGR personnel (MAJ/O4).

Area 2: N/A

Area 3: Transfers of **on-board** AGR personnel (CPT/O3).

Area 4: Members of the Nebraska Army National Guard in the grade of CPT/O3 or MAJ/O4 who have completed company command and meet the PME, TIG, and branch qualification requirements as listed.

General Requirements:

1. The ability to develop procedural guidance.
2. The ability to effectively communicate both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
5. The ability to apply effective time management techniques.

Summary of Duties: Must plan, develop, interpret, coordinate, integrate and implement medical support plans. Executes Commander's and Nebraska Army National Guard medical programs and policies for military members in support of units within Major Subordinate Command (MSC). Common staff duties and responsibilities, medical and dental readiness management; operational planning, Medical Detachment readiness, pre/post deployment medical and dental readiness programs and evaluations execution. Serves as the primary/secondary State Credentialing and Privileging Coordinator. Provide oversight of full-time staff and work closely with Deputy State Surgeon (DSS) and Office of the State Surgeon (OSS) to coordinate medical readiness requirements across the NEARNG to include scheduling Annual Periodic Health Assessments (PHAs) for all units in the NEARNG. Execute ordering of medical supplies in coordination with the DSS. Serve

as Billing Official/Alternate Billing Official as required. Assist G1 and OSS in managing and executing NG6H budget. Oversight and implementation of Soldier Treatment Record management.

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 <mailto:ng.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 attachment. 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 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 **Nebraska National Guard Opportunities webpage**. **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. ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits>. **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB**. ____ (Initials)

Yes No 3. Last five OER's/NCOER's. Applications must contain their most current OER/NCOER and if unavailable written explanation must be provided. A letter of recommendation or performance must be submitted if you don't have any OER's/NCOER's. ____ (Initials)

Yes No 4. NGB 23 (RPAM). All Army National Guard Soldiers must submit a NGB 23 dated **within 6 months of closing date**. For non ARNG members, contact the AGR Branch for other options. ____ (Initials)

Yes No 5. Statement of all active duty performed (DD Form 214, DD Form 215, DD Form 220, or any other forms that show active-duty service). **Statement of all Active Duty performed is not required for AGR personnel**. ____ (Initials)

Yes No 6. Individual Training Report (ITR) form DTMS showing ACFT and Height/Weight. **The record ACFT score must be passing with a date within 12 months for M-Day and within 6 months for AGR of closing date. Height/Weight is considered current within 6 months of closing date**. You must provide written explanation if you are unable to provide ACFT scores. ____ (Initials)

Yes No 7. IMR (Individual Medical Readiness) or Flight Physical <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **HIV draw within the last 2 years and PHA completion date within 12 months of closing date**. ____ (Initials)

____ **Yes** ____ **No** **8.** Applicants will be screened for profiles (the DA 3349 is not required to be sent). Temporary profiles **MUST** be cleared prior to AGR start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. ____ (Initials)

____ **Yes** ____ **No** **9.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application or for any “no” responses identified on this checklist. ____ (Initials)

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, postal 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.

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