

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-26-020

Closing Date: OPEN UNTIL FILLED

Position Title: COMSEC Account Manager (6707)

Location: 67th MEB, Lincoln, NE

Military Grade Range: Minimum SGT/E5 – Maximum SSG/E6

Military Requirements: Designated MOS for this position is 25B. Selected individual must become MOS qualified within one year from date of selection. Must be able to obtain CompTIA Security + certification. Applicant must have and maintain a 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. 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.

Area 1: Lateral Transfers of on-board AGR personnel SSG/E6, 25B qualified who meet the military requirements as listed above. Soldiers on interim promotions will not be considered as Area 1 applicants.

Area 2: On- board AGR Soldiers on the current Select, Train, Educate, Promote (STEP) list for the specified Career Progression MOS (25B).

Area 3: On-board AGR Soldiers meeting the minimum grade requirements SGT/E5 and who meet the military requirements as listed above or eligible to attain 25B MOS.

Area 4: All members of the Nebraska Army National Guard and individual's eligible to become members with a rank/grade of SGT/E5 and above may submit applications for this position. This position is SSG/E6 and a reduction will be required for any applications above the rank/grade of SSG/E6 prior to AGR start date.

General Requirements:

1. The ability to research and interpret regulatory guidance.
2. The ability to communicate effectively, both orally and in writing.
3. The ability to work with training automation equipment and information technology systems.
4. Must be able to obtain SECRET clearance.
5. The ability to apply time management techniques.

Summary of Duties:

Manages the command's COMSEC program. Interfaces with numerous DOD and NGB activities and commands to resolve COMSEC issues and provides input on proposed changes affecting the command. Reporting findings of COMSEC audits/inspections to NGB and the appropriate COMSEC organizations. Coordinates with applicable organizations/offices to resolve complex COMSEC issues. Determines requirements for and distributes COMSEC key, radio hopsets, etc for the state. Develops and manages the command spectrum management program, which includes all aspects of bandwidth spectrum management. Maintains the brigade frequency authorization document. Coordinates the agency level COMSEC account managers to maintain current allocations and obtain new authorizations. Maintains the brigade frequency emitter list. Coordinates with numerous state and federal agencies to ensure required frequencies are available for multi-agency operations state compacts, convoy movements, etc. Allocates and assigns frequencies to

The Military Department of Nebraska is an Equal Opportunity Employer

supported activities within the unit. Prepares, publishes, and disseminates Signal Operating Instructions (SOI) using automated systems. Provides guidance, and technical assistance to subordinate elements concerning SOI preparation and frequency management. 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.