

**NEBRASKA NATIONAL GUARD**  
**HUMAN RESOURCES OFFICE**  
**2433 NORTHWEST 24<sup>TH</sup> STREET**  
**LINCOLN, NEBRASKA 68524**

**ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT**

**Announcement Number:** AGR-AR-25-118

**Closing Date:** 07 October 2025

**Position Title:** Executive Officer (6713)

**Location:** 402<sup>nd</sup> MP BN, Omaha, NE

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

**Military Requirements:** Designated assignment for this position is 31A. O-3 applicants must have 4 years time in grade, with Captains Career Course and Company Command complete. Must complete all required education and training to be awarded and maintain 31A as an Area of Concentration (AOC) within 12 months of assuming position. This position is dual-hatted as the Battalion Executive Officer and the full-time Administrative Officer responsible for managing daily operations, synchronizing staff functions, and ensuring compliance with administrative, personnel, and logistical requirements across the battalion. Promotion is contingent on availability of MAJ/O4 controlled grade. 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 MAJ/O4 who meet the military requirements as listed above. Soldiers on interim promotions will not be considered as Area 1 applicants.

**Area 2:** N/A

**Area 3:** On-board AGR Soldiers meeting the minimum grade requirements CPT/O3 and who meet the military requirements as listed above.

**Area 4:** 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. AGRs within 24 months of initial tour, or 18 months of assignment or reassignment of the closing date of this announcement require a stabilization waiver. Approved stabilization waiver requests must be submitted with application by the closing date of the announcement.

**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:**

Serves as the senior staff officer for the 402nd Military Police Battalion and primary advisor to the Battalion Commander. Directs, coordinates, and supervises the battalion staff to ensure effective planning and execution of operations, training, administration, logistics, and resource management. Responsible for preparation and submission of the Commander's Unit Status Report (CUSR), management of the battalion battle rhythm and recurring staff events, and oversight as facility manager for the North Omaha Readiness Center (NORC).

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Leads the staff through the Military Decision-Making Process (MDMP), develops and maintains partnerships with external organizations, and serves as the Task Force Officer in Charge (OIC) for National Guard Reaction Force (NGRF) missions. Manages the full-time staff of the battalion and subordinate units, providing oversight and guidance to ensure synchronization across the formation. Provides continuity and daily oversight as the full-time Administrative Officer, ensuring compliance with policies, regulations, and reporting requirements. Advises the battalion commander on all matters affecting unit readiness, personnel, and operations, and assumes command of the battalion in the commander's absence.

## Application Instructions

E-mail may be sent to [ng.ne.nearng.list.hro-agr-job-apps@army.mil](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 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.***