

**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-25-082

**Closing Date:** 16 June 2025

**Position Title:** Human Resource NCO

**Location:** 67<sup>th</sup> MEB, Lincoln, NE

**Military Grade Range:** Minimum SGT/E5 - Maximum SSG/E6

**Military Requirements:** Designated MOS for this position is 42A30. Selected individual must become MOS qualified within one year of date of appointment. Must be able to obtain 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 <https://www.milsuite.mil/book/groups/smartbookdapam611-21> 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. **AGRs 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) MOS 42A Qualified or able to become 42A qualified within 12 months.

**Area 2:** Select Train Educate Promote List (STEP) of **on-board** AGR CPMOS qualified (SGT/E5, 42A).

**Area 3:** Transfer of on-board AGR personnel (SGT/E5) eligible to attain 42A MOS or able to become 42A qualified within 12 months.

**Area 4:** All Soldiers of the Nebraska Army National Guard with the rank of SGT/E5 or above and able to become 42A qualified within 12 months. Area 4 start date will be effective on or after 1 August 2025.

**General Requirements:**

1. The ability to research and interpret regulatory guidance.
2. The ability to communicate both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
4. The ability to apply personnel management practices and techniques.

**Summary of Duties:** Provides the Senior HR NCO and S1 Officer assistance in the area of administration. Prepare personnel accounting and strength management reports. Prepares recommendations for personnel actions. Reviews, prepares and processes military awards. Ensures all Soldiers' military records are scanned/processed into Personnel Electronic Management System IPERMS. Prepares and monitors all personnel action requests using IPPS-A system of record while also serving as the S1 pool. Prepares and maintains officer and enlisted personnel records. Type's military and non-military correspondence, messages, orders, recurring and special reports, forms, directives, and similar material and assembles final product for review, signature, authentication, or other disposition. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, mail operations, STEP operations, and unit administration. Requisitions and maintains office supplies, blank forms, and publications.. Monitors processing of feedback from HQDA and takes necessary corrective action. Identify problems and discrepancies. Provides assistance or refers resolution to superiors and performs other duties as assigned.

## Applications submitted in multiple attachments will not be accepted!

### 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**. \_\_\_(Initials)

\_\_\_ N/A \_\_\_ Yes \_\_\_ No 5. Statement of all active duty performed (DD 214, DD 215, DD 220). You can find these forms in your IPERMS <https://iperms.hrc.army.mil/rms/login.jsp> DD 214/215/220 are not required for current on-board AGRs. \_\_\_(Initials)

\_\_\_ Yes \_\_\_ No 6. Individual Training Report (ITR) form DTMS showing APFT and Height/Weight. **The last APFT score must be passing and with a date of 1 January 2019 or later for M-Day and after 1 July 2019 for AGR. Height Weight is considered current within 6 months of closing date**. You must provide written explanation if you are unable to provide the last 4 APFT scores. \_\_\_(Initials)

\_\_\_ Yes \_\_\_ No 7. IMR (Individual Medical Readiness) <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **PHA completion date within 12 months of closing date**. \_\_\_(Initials)

\_\_\_ Yes \_\_\_ No 8. If you are on a profile include a current DA 3349. Any PULHES with a 3 or 4 must be supported with medical fit for duty waiver (MMRB or MAR2). \_\_\_(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 24<sup>th</sup> 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.***