

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-26-016

Closing Date: 18 November 2025

Position Title: Human Resource NCO (10504)

Location: HRO - JFHQ, Lincoln, NE

Military Grade Range: Minimum SPC/E4 - Maximum SGT/E5

Military Requirements: Designated MOS for this position is 42A20. Selected individual must become MOS qualified within one year of date of appointment. 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. 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: On-board AGR Soldiers (SGT/E5) who are 42A qualified. Soldiers on interim promotions will not be considered as Area 1 applicants.

Area 2: Select Train Educate Promote List (STEP) of on-board AGRs CPMOS qualified (SPC/E4, 42A).

Area 3: On-board AGR Soldiers in the grade of SGT/E5 regardless of qualified MOS who meet the military requirements as listed above.

Area 4: All members of the Nebraska Army National Guard with a rank/grade of SPC/E4 and above may submit applications for this position. This position is a SGT/E5 and a reduction will be required for any applications above the rank/grade of SGT/E5 prior to AGR start date.

General Requirements:

1. The ability to research and interpret regulatory guidance.
2. The ability to develop procedural / regulatory guidance.
3. The ability to apply personnel management practices and techniques.
4. The ability to advise and counsel Soldiers and families.
5. Must have exceptional attention to detail skills.

Summary of Duties: Provides technical and administrative support and assistance to AGR personnel specialists, and directly to supervisors and military personnel outside of the office in support of ARNG/ANG AGR programs and personnel regarding benefits and services. Assists with in-processing, tour extensions and reassignments of all ARNG and ANG personnel. Ensures required documentation is prepared and submitted to include initiating requests for retirements, reassignments, and other administrative requests/actions. Submits requests for orders (FTSMCS and AROWS), processes finance documents, and all other personnel actions through appropriate channels. Assists with ARNG and ANG FTNGDOS and FTE/MOB Augmentee processing. Scans and indexes iPERMS batches and helps manage AGR personnel files. Processes Army Good Conduct Medals. Ensures accurate input, reassignment and separations of AGRs in the Defense Civilian Personnel Data System. Serves as an alternate HR representative for the Air Guard to include AROWS orders processing and tracking, Air Occasional Tours, and processing personnel requests for the Air National Guard.

Serves as a TriCare POC for the state; utilizing full time, MDAY, and Retiree TriCare benefit packages. Other duties as assigned by the AGR Branch Manager.

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.