

NEBRASKA NATIONAL GUARD

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-26-120

Closing Date: 04 September 2026

Position Title: Human Resources NCO (7207)

Location: 72nd CST, Bellevue, NE

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

Military Requirements: Designated MOS is 42A, if unqualified, selectee must become 42A qualified within 12 months, must attend Civil Support Skills Course (CSSC)-8 Weeks, plus all additional position required training within one year of assignment. Knowledge of the organization and structure of the Air and Army National Guard Selected individual must become MOS qualified within 12 months of selection. Selected individual must have a Secret clearance. Ability to pass OSHA approved physical exam for Self-Contained Breathing Apparatus (SCBA) wear which is reviewed by unit Physician Assistant during application review and proceeded by thorough testing after applicants are selected for the position. Selectee will be required to complete Anthrax and Smallpox immunizations. Normal Color Vision is required. Assignment incurs 3 year obligation to unit post CSSC completion. Required to live within 60 minutes of duty location. Selectee will be on response alert 24 hrs a day/365 days a year, TDY frequently, and work some evening and weekends. **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. Selected AGR candidates from Area 1, 2, and 3 will incur a 24-month stabilization period applicable to future lateral assignments. These candidates will not be eligible for lateral assignment for 24 months from the date of assignment to the advertised position. Selected candidates from Area 4, who begin an initial AGR tour, will incur a 36-month stabilization period applicable to future lateral assignments and a 24-month stabilization period for future promotions. These candidates will not be eligible for lateral assignment for 36 months and will not be eligible for promotion to the next higher grade for 24 months from the date of assignment to the advertised position. Selected candidates who do not meet the maximum grade for which the position is advertised will be able to promote to the maximum grade of the position upon eligibility.**

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

Area 1: Lateral Transfers of on-board AGR personnel Rank/Grade of SSG/E6 and 42A MOS qualified who meet the military requirements as listed above. Soldiers on interim promotions will not be considered as Area 1 applicants.

Area 2: AGR Soldiers on the current Select, Train, Educate, Promote (STEP) list for the specified Career Progression MOS (42A).

Area 3: On-board AGR Soldiers in the Rank/Grade of SGT/E5 who meet the military requirements as listed above and eligible to attain 42A MOS.

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

General Requirements:

- 1.The ability to develop procedural/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. Experience in consolidating and analyzing data, prioritizing workload, and managing time to meet organizational goals.
5. Knowledge of supply procedures.

Summary of Duties: Serves as the Administrative NCO and Decontamination NCO for the 72nd Civil Support Team. Manages all WMD CST personnel programs including family care plans, medical/dental records, leave/TDY, physical fitness, awards/decorations, emergency leave, publications, forms, adverse actions, and performance appraisal system. Maintains a policy book that outlines the policies from all higher headquarters – provide input to overall WMD CST doctrine and generates personnel availability reports input to personnel management system. Refers issues to the Commander as necessary. Provides administrative support to the members of the WMD CST to include processing of documentation for pay and allowances, enlistment extensions, reporting and coordinate postal and finance services, maintain personnel mobilization documentation, publication of alert rosters, and other administrative tasks as required. Provides personnel strength accounting, casualty/replacement(s). Coordinates civilian/government/media visit requests. Ensures the admin section meets the requirements of the NGB Standardization Evaluation Team (SEAT) checklist, OIP inspections, and decontamination operational procedures for ARNORTH Evaluations. Will complete additional duties as required.

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.