

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-23-116

Closing Date: 12 October 2023

Position Title: Readiness NCO (213409)

Location: A Co, 2-134th IN BN (ABN), Yutan, NE

*****Upon acceptance of this position, selected individual will be detailed to HHC/2-134 (Penterman Armory, Lincoln, NE) as the interim Readiness NCO until approximately May 2024 at which time they will begin duties as A/2-134 Readiness NCO.*****

Military Grade Range: Minimum SSG/E6 - Maximum SFC/E7

Military Requirements: Designated MOS for this position is 11B4P Infantryman. MOS qualified and airborne qualified within 12 months of appointment. Applicant must be able to obtain a SECRET security clearance and meet airborne physical requirements. **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 (SFC/E7) eligible to attain MOS 11B.

Area 2: Select Train Educate Promote List (STEP) of **on-board** AGR CPMOS qualified (SSG/E6, 11B).

Area 3: Transfers of **on-board** AGR personnel (SSG/E6) eligible to attain MOS 11B.

Area 4: All Soldiers of the Nebraska Army National Guard, or those eligible to become members, who meet the minimum grade requirements (SSG/E6).

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.
6. Must currently have 11B MOS or obtain 11B MOS within 12 months of assignment. (11B Skill Level 2/3 transition course-E6 only.)

Summary of Duties: Provide supervisory manpower to enhance the readiness status of A Company 2-134th IN BN. Acts as the Commander's representative and spokesman in the daily operations of the unit to ensure the highest state of readiness at all times. Responsible for supervising the successful accomplishment of the Commander's mobilization readiness objectives and anticipate the needs of the unit in all aspects of mobilization readiness. Supervises the operation of any full-time unit support personnel and advises the Battalion full-time staff on the status and efficiency of full-time unit support Soldiers. Responsible for the overall supervision of all pay, personnel administrative and logistics activities of the unit and will establish personal proficiency in these areas. Supervises the drafting of training schedules for approval which comply with command guidance, directives and publications of higher headquarters. Advises the unit Commander on training, logistics, personnel and unit mobilization readiness requirements and ensures the unit develops,

updates and maintains comprehensive mobilization plans. Supervises the development of a comprehensive training program to include MOS qualification and advise enlisted and officer personnel on military education requirements. Attends all unit training assemblies and annual training periods with the unit. Completes other duties as assigned by the Commander or the Battalion Headquarters full-time staff.

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@mail.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.** For non ARNG members, contact the AGR Branch for other options. ____ (Initials)

☐ **Yes** ☐ **No** 5. Statement of all active duty performed (DD Form 214, DD Form 215, DD Form 220, or any other forms that show active duty service). **Statement of all Active Duty performed is not required for AGR personnel.**

☐ **Yes** ☐ **No** 6. Individual Training Report (ITR) form DTMS showing ACFT and Height/Weight. **The record ACFT score must be passing with a date of 1 April 2022 or later and within 12 months for M-Day and within 6 months for AGR of closing date. Height/Weight is considered current within 6 months of closing date.** You must provide written explanation if you are unable to provide ACFT scores. ____ (Initials)

____ Yes ____ No 7. IMR (Individual Medical Readiness) or Flight Physical
<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. Applicants will be screened for profiles (the DA 3349 is not required to be sent) .
Temporary profiles MUST be cleared prior to AGR start date. Any permanent profiles with a PULHES of 3 or 4
must be supported with a Medical Fit for Duty. ____ (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 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, gender, sexual orientation, religion, national origin or ethnicity.***