

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

***FULL TIME NATIONAL GUARD DUTY for OPERATIONAL SUPPORT (FTNGD-OS)
VACANCY ANNOUNCEMENT***

Announcement Number: FTNGDOS-AR-26-007

Closing Date: 16 June 2026

Position Title: Recruiting and Retention ADOS

Location: RRB, Grand Island, NE

Military Grade Range: Minimum: PV2/E2- Maximum: SSG/E6

Military Requirements: Designated MOS is 00F/Immaterial. Must meet Suitability determination as identified in Army Directive 2018-16 dated 8 November 2018. Service Member cannot meet or exceed 6 years on consecutive orders (MOB, AT, ADOS, ADT, AD) without a 31 day break. Applicants will review the qualifications for this position prior to application. Failure to review these qualifications may result in the applicant not being eligible for the position. PCS/PER DIEM WILL NOT BE PAID.

Area of Consideration: All members of the Nebraska Army National Guard in the grade range of PV2/E2–SSG/E6 that meet the military requirements may submit applications for this position. **All current hiring procedures will be in accordance with the FTNGD-OS Policy.**

Area 1 – M-Day applicants meeting the requirements identified on the announcement and eligibility requirements in references.

Area 2 – Technician applicants meeting the requirements identified on the announcement and eligibility requirements in references.

General Requirements:

1. Must submit SOU, HRR Form 600, DD 369 (background check with local law enforcement) and scan of social security card with the application and complete favorable "live scan".
2. Must have favorable report on the sex offender's registry and urinalysis testing.
3. Must have a NACLC without any adverse findings.
4. Selected agrees to work weekends and evenings as the position and circumstances require.
5. Selected individual must possess a valid state driver's license.
6. Must possess current physical.

Summary of Duties: Recruiter apprentice position in the NEARNG Recruiting and Retention Battalion. Primary duty is to aggressively prospect within the target market and accomplish assigned enlisted accession mission with unquestionable integrity. Performs prospecting at high schools, colleges, events and communities in person and on telephones, computers, and social media. Prepares and maintains prospect and center of influence cards, files and school program folders. Develops and refines leads. Identifies and develops centers of influence, influential person and media contracts. Develops and conducts school and public relations recruiting programs. Prequalifies prospects and determines their eligibility for enlistment or reenlistment. Prepares enlistment packets and processes applicant for enlistment using the ARISS automation system. Establishes and maintains required references and functional files. Counsels applicants on their contracts and service obligations. Explains Initial Entry Training (IET) requirements. Briefs applicants on test results and RSP. Prepares applicants for MEPS processing and maintains oversight of recruits through all training until battle hand-off with assigned unit is accomplished. Applies management by objective techniques and develops and maintains time management/work plans. Conducts sales presentations/interviews to obtain enlistments and reenlistments. Requests and manages appropriate resources. Monitors return on investment of all conducted events. Assist unit Career Counselors with retention activities. Performs other duties as assigned.

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 nq.ne.nearng.list.hro-agr-job-apps@army.mil with a subject line of "Job Application FTNGDOS-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 DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve). Reference Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS), Duty MIL 02-035-12 and PPOM #13-020 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. **Vacancy Announcement and Application Checklist:** must include a response to each item and initial. ____ (Initials)

Yes No 2. Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve. DA Form 1058-R Failure to complete form will result in packet being disqualified. ____ (Initials)

Yes No 3. Soldier Talent Profile (STP). Download your validated Soldier Talent Profile from IPPSA. **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores.** ____ (Initials)

Yes No 4. Last five evaluations (OER/NCOER). Applications must contain your most current evaluation or if unavailable, written explanation must be provided if you cannot include five evaluations. A letter of recommendation or performance must be submitted if you don't have any evaluations. ____ (Initials)

Yes No 5. DA Form 5016 generated from IPPS-A: All Army National Guard Soldiers must submit a DA Form 5016 dated **within 6 months of closing date**. For non ARNG members, please include a completed DD Form 1506 showing active-duty time or contact HRO AGR Branch for other options. ____ (Initials)

Yes No 6. 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 current AGR personnel. ____ (Initials)

Yes No 7. DA 705 and TAG-NE Form 600-9-1 or DA Form 5500/5501 showing current Army Fitness Test and Height/Weight. **The record AFT score must be passing with a date 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.** ____ (Initials)

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___ **Yes** ___ **No** 8. IMR (Individual Medical Readiness) <https://medpros.mods.army.mil/Portal/#/> with a record **HIV draw within the last 2 years and PHA completion date within 12 months of closing date**. Must include a written explanation if HIV or PHA are out of date. DD Form 2992 for a Flight Physical must be included if the position requires it. ___(Initials)

___ **Yes** ___ **No** 9. 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** 10. Any additional information/memorandums/letters of recommendation can be submitted to support the application. **Any incomplete items or "no" responses identified on this checklist must be addressed in a memorandum for the hiring board. Failure to do so will disqualify your application.**
___(Initials)

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.

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