

**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-25-091

**Closing Date:** 24 July 2025

**Position Title:** Recruiting and Retention NCO (12034)

**Location:** RRB, Omaha, NE

**Military Grade Range:** Minimum SPC/E4(P) - Maximum SSG/E6

**Military Requirements** Designated MOS is 00F with prerequisites of 79T. Selected individual must become MOS and SQI4 qualified within 12 months of appointment. Must possess and maintain a valid SECRET security clearance with NACLC Tier 3 investigation and must meet Suitability determination as identified in Army Directive 2018-16 dated 8 November 2018, SUBJECT: Suitability Criteria for Military Personnel and as updates or changes are required. **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 (SSG/E6) eligible to become SQI4 qualified and eligible to meet MOS 79T prerequisites. Soldiers on interim promotions will not be considered as Area 1 applicants.

**Area 2:** Select Train Educate Promote List (STEP) of **on-board** AGRs (SGT/E5) eligible to become SQI4 qualified and eligible to meet MOS 79T prerequisites.

**Area 3:** Transfers of **on-board** AGR personnel (SGT/E5) eligible to obtain SQI4 meeting 79T prerequisites.

**Area 4:** All members of the Nebraska Army National Guard, or those eligible to become members currently holding the rank of SPC/E4(P) and above meeting selection criteria in NGR 601-1, BLC complete and eligible to obtain SQI4. Area 4 start date will be effective on or after 1 August 2025.

**General Requirements:**

1. Must submit SOU, HHR 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. Screening of local personnel files and complete behavioral health assessment.
5. Selected agrees to live within 25 miles of duty location address (waivable by Commander)
6. Selected agrees to work weekends and evenings as the position and circumstances require.
7. Selected individual must possess a valid state driver's license.
8. All applicants must have a minimum GT score of 110, waivable to 100 or GT score of 95 and Skilled Technical of 95.
9. Must possess current physical.

**Summary of Duties:**

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. Refine leads. Identifies and develops centers of influence, influential person and media contacts. Develops and conducts school and public relations recruiting programs. Prequalifies prospects and determines their eligibility for enlistment or re-enlistment. 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. Analyzes audiences and occasions, prepares or writes speech outlines, and gives speeches about the Army National Guard on such topics as mission, programs, facts, features, benefits, and opportunities. 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:

E-mail may be sent to [ng.ne.nearng.list.hro-agr-job-apps@army.mil](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 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.***