

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-25-119

Closing Date: 07 October 2025

Position Title: Recruiting and Retention NCOIC (12061)

Location: RRB, Lincoln, NE

Military Grade Range: Minimum SFC/E7 – Maximum MSG/E8

Military Requirements: Designated MOS for this position is 79T. Applicant must have and maintain a 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: Lateral Transfers of on-board AGR personnel MSG/E8 who meet the military requirements as listed above. Soldiers on interim promotions will not be considered as Area 1 applicants.

Area 2: On- board AGR Soldiers on the current Select, Train, Educate, Promote (STEP) list for the specified Career Progression MOS (79T).

Area 3: On-board AGR Soldiers meeting the minimum grade requirements SFC/E7 and who meet the military requirements as listed above.

Area 4: All members of the Nebraska Army National Guard with a rank/grade of SFC/E7 and above may submit applications for this position. This position is MSG/E8 and a reduction will be required for any applications above the rank/grade of MSG/E8 prior to AGR start date.

General Requirements:

1. Designated MOS is 79T.
2. Applicant must possess the Recruiting and Retention Expert Badge.
3. Applicants must have and maintain a secret clearance with NACLC Tier 3 investigation.
4. Must have a minimum GT score of 110. This requirement is waivable to 100 or GT score of 95 and ST of 95.
5. Must have a current PHA.
6. 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.
7. Selected individual must possess a valid state driver's license.

Summary of Duties:

Primary duty is to manage aggressive prospecting of a 9 person recruiting team to accomplish assigned enlisted accession mission with unquestionable integrity. Supervise the execution of prospecting at high schools, colleges, events and communities in person and on telephones, computers, and social media. Facilitate maintaining prospect and center of influence cards, files and school program folders. Identifies and develops centers of influence, influential person and media contacts for the team. Develops school and public relations recruiting programs for area. Train on prequalifying prospects and eligibility for enlistment or reenlistment. Quality control of all enlistment packets and applicants process for enlistment using the ARISS automation system. Establishes and maintains required references and functional files. Train recruiters on applicants contracts, service obligations and initial entry training (IET) requirements. Oversight of applicants

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preparations for MEPS processing and manage oversight of recruits through all training until battle hand-off with assigned unit is accomplished. Assist in RSP training and execution. Applies management by objective techniques and develops and maintains time management/work plans. Analyzes audiences and events focused on target market and return in investment (ROI), prepares and provide speeches about the Army National Guard on such topics as mission, programs, facts, features, benefits and opportunities. Requests and manages appropriate resources. Assist unit Career Counselors in coordination with the BN Retention NCO with retention activities. Other duties as assigned.

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.