

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-25-071

Closing Date: 08 May 2025

Position Title: Senior Human Resource NCO

Location: HHC, 1/376th AV, Grand Island, NE

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

Military Requirements: Designated MOS for this position is 42A4O. Physical demands of Light and a Physical Profile of 323222. Minimum ASVAB score of 95 in aptitude area CL on tests administered prior to 2 January 2002, 92 in aptitude area CL on or after 2 January 2002 and prior to 1 July 2004, and 90 in aptitude area CL for tests administered after 1 July 2004. Must become MOS qualified within 12 months of assignment. Must be able to obtain 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. (SFC/E7) MOS 42A Qualified. Soldiers on interim promotions will not be considered as Area 1 applicants.

Area 2: Select Train Educate Promote List (STEP) of **on-board** AGR CPMOS qualified (SSG/E6, 42A).

Area 3: Transfer of on-board AGR personnel (SSG/E6) eligible to attain 42A MOS.

Area 4: All members of the Nebraska Army National Guard, or those eligible to become members currently holding the rank of SSG/6 and above.

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 apply personnel management practices and techniques.
4. The ability to apply time management techniques.
5. The ability to work with automation equipment and information technology systems.

Summary of Duties: Performs personnel and administrative functions in BN S1 activities. Advises the Commander, staff and unit Soldiers on human resource matters. Responsible for accomplishing a variety of military personnel transactions (promotions, reductions, transfers, separations, reassignments, conditional releases, LOD's, profiles, awards processing, incentives, Hazardous Duty Incentive Pay (HDIP) processing, STEP packets, NCOERs, etc.). Assigned as the BN Retention NCO and BN RCSBP NCO. Provides guidance and assistance to units within the organization. Monitors suspensions and receives transactions from subordinate units and ensures compliance with regulations and state procedures. Prepares and monitors plans for supporting mobilization. Provides technical guidance to subordinate Soldiers in accomplishment of administrative duties. Reviews cyclic and other reports to assess systems performance. Maintain

liaison with servicing data processing facility and field managers of interfaced systems. Perform subordinate unit monthly reviews to track losses, accessions, vacancies, separations, etc. Help BN S1 prepare personnel data for quarterly CUSR inputs and briefs. 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 <mailto: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 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**. ___(Initials)

___ **Yes** ___ **No** 6. Individual Training Report (ITR) form DTMS showing ACFT and Height/Weight. **The record ACFT 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**. 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 **HIV draw within the last 2 years and 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.