

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-25-092

Closing Date: 24 July 2025

Position Title: Senior Human Resources NCO (9202)

Location: 67th MEB, Lincoln, NE

Military Grade Range: Minimum/Maximum - MSG/1SG/E8

Military Requirements: Designated MOS for this position is 42A, Human Resource Specialist. On-board AGRs must have a secret clearance or higher. Must be a U.S. citizen. **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: On-board AGR Soldiers of the maximum grade for which the position is advertised. Soldiers on interim promotions will not be considered as Area 1 applicants. Stabilization will be waived due to mobilization.

Area 2: N/A

Area 3: N/A

Area 4: N/A

General Requirements:

1. The ability to research and interpret regulatory guidance and policies.
2. The ability to implement and manage programs.
3. Review and consolidate reports, statistics, and applications and prepare recommendations.
4. Supervise specific human resource functions in a personnel office, Brigade S1 and human resources support activity.

Summary of Duties:

Serves as the Senior NCO for the 67th Maneuver Enhancement Brigade responsible for overseeing human resources operations for the brigade headquarters, one direct reporting unit and four subordinate battalions. Provides the HR Tech and S1 Officer assistance in the area of administration and enlisted action oversight. Prepares personnel accounting and strength management reports. Prepares recommendations for personnel actions. Reviews and processes military awards. Actions and tracks discharges, retention, reduction, and conditional release packets. Prepares and monitors all personnel action requests using IPPS-A system of record while also serving as the S1 pool. Prepares and maintains officer and enlisted personnel records. Types military and non-military correspondence, messages, orders, recurring and special reports, forms, directives, and similar material and assembles final product for review, signature, authentication, or other disposition. Prepares and monitors requests for identification cards and tags, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and

strength management, transition processing, meal cards, training Soldier support file, mail operations, and unit administration. Provides oversight and tracks the STEP process for all units in the Brigade. Lead roll on CIP/OIP requirements, state active duty, and retirements. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Identify problems and discrepancies. Provides assistance or refers resolution to superiors and performs 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.