

**NEBRASKA ARMY NATIONAL GUARD  
DIRECTORATE OF PERSONNEL ADMINISTRATION  
ENLISTED PROMOTION SECTION  
2433 NW 24<sup>th</sup> STREET  
LINCOLN, NEBRASKA 68524**

***FIRST SERGEANT VACANCY ANNOUNCEMENT***

**Announcement Number:** 26-WNGDG2-30105

**Closing Date:** 15 February 2025

**Position Title & Unit:** First Sergeant, Company B, 2-135th Aviation Regiment (Heavy Lift)

**Location:** Grand Island, Nebraska

**Military Grade Range:** Minimum SFC/E7 - Maximum MSG/E8

**Military Requirements:** Designated CPMOS(s) for this position is 15Z5M. Applicants must possess a Security Clearance of Secret and must meet the physical demands for duty position. Selected individual must complete or have completed the Company Commander and First Sergeant Course within one year of assignment to position.

**Area of Consideration:** All eligible and available members of the Nebraska Army National Guard, in the grade of E8 or E7, holding a current standing on the 1SG (CSM) Selection List.

Qualified Applicants will be referred to the selection official in the following groups:

**Category 1:** Current 15U qualified 1SG/MSG/E8 Applicants on 1SG Selection List

**Category 2:** Current 15U qualified SFC/E7 applicants on 1SG Selection List

**Category 3:** Current 1SG/MSG/E8 any MOS Applicants on 1SG Selection List

**Category 4:** Current SFC/E7 any MOS applicants on 1SG Selection List

**Under the direction of the State CSM, qualified applicants will be referred for interviews.**

**General Requirements:**

1. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
2. Meet other requirements as stated in **Military Requirements** above.
3. E8 AGR Soldiers must be assigned to an equal graded E8 full-time support position IAW NGR 600-5. E8 AGR Soldiers must attain CLASP approval prior to assignment for complete three-year CLASP Tour. AGR E-7's are *INELIGIBLE* for applying.

**Summary of Duties:**

- (1) Assist the commander in planning, coordinating, and supervising all activities that support the unit mission.
- (2) Advise the commander on enlisted soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- (3) Coordinate unit administration to include submission of required reports, vehicular support, supply, and food service activities.
- (4) Provide counsel and guidance to subordinate personnel.
- (5) Assist in inspection of or conduct inspection of unit activities and facilities, observe discrepancies and initiate corrective action.
- (6) Assist the commander in performing the following training related tasks:
  - (a) Plan, conduct, evaluate, and assess unit training.
  - (b) Ensure that trainers train to a standard.
  - (c) Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.

- (d) Plan and execute a battle-focused NCODP.
- (e) Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.
- (f) Coordinate school quotas and other training with the S3 Section.
- (7) Assist the commander with Unit Strength Maintenance
  - (a) Execute the unit strength management plan.
  - (b) Ensure 100% of all required retention interviews take place in a timely manner.
  - (c) Ensure an effective sponsorship program is implemented and maintained.
  - (d) Keep all soldiers informed on the unit's plans and programs.
  - (e) Ensure all NCOs and first line leaders in particular are present for NCODPs that address strength maintenance issues.
  - (f) Advise their commander on actions and issues that affect strength maintenance.
  - (g) Develop, implement and maintain a program to contact soldiers in the ING with the purpose of eventually bringing them back to an active status.
  - (h) Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.
  - (i) Ensure "NCO Induction" ceremonies are conducted with dignity and honor.
  - (j) Liaison with the S1 Section to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

**Other Unit Unique Considerations/Requirements:** None

**Application Instructions:** Submit a completed "Traditional NCO Vacancy Application" by e-mail to "ng.ne.nearng.list.g1-epm@mail.mil" with a subject line of **"Vacancy Application 26-WNGDG2-30105"** or in hard copy to the G1 office no later than 1600 hours on the closing date. Electronic applications must be in PDF format on one single attachment. The use of official mail to forward employment applications is prohibited. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. DPA is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402) 309-8148.

## ARMY NATIONAL GUARD CSM/1SG PACKET CHECKLIST

Applying Soldier's Rank & Name: \_\_\_\_\_

Current Unit of Assignment: \_\_\_\_\_

	Yes	NA
Nominating memorandum from unit Commander (not letter of recommendation).....	_____	_____
This checklist .....	_____	_____
Nominee's Memorandum to the President of the Board .....	_____	_____
Validated Selection Board Enlisted Record Brief.....	_____	_____
DA Form 2166-8 (NCO Evaluation Reports) for the last three years.....	_____	_____
DA Form 1059 (Academic Evaluation Report) for Master/Senior Leader courses.....	_____	_____
DA Forms 705 (include DA Form 3349 if applicable) for past three years.....	_____	_____
DA Forms 5500/5501 (if applicable) for past three years .....	_____	_____
Certificates for decorations, and memoranda of commendation and appreciation within the last three years.....	_____	_____
DA Form 7432 and Letter of Intent (If Applicable).....	_____	_____

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Instructions: All above items **MUST** be included with packet and checklist **MUST** have BN or BD BDE CSM signature.

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Nominee signature and date

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Personnel Sergeant Signature and date

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BN/MSC CSM signature and date

