

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

NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: FTNGDOS-AR-23-014

Closing Date: Open Until Filled

Position Title: BLC Small Group Leader

Location: 1BN 209th RTI, Ashland, NE

Military Grade Range: Minimum SGT/E5 – Maximum SSG/E6

Military Requirements: Designated MOS for this position is 00F/Immaterial. Must be a SSG/E6 or above; however, exceptions will be considered on a case-by-case basis to secure best-qualified instructors available. Proponent school commandants may grant exceptions to otherwise qualified SGTs to fill instructor vacancies; have recently held a skill level "3" leadership assignment; able to obtain and maintain a Secret security clearance. Applicants will review NGB-ARH PPOM #13-020, Paragraph 12 in reference to AT and IDT with their Commanders prior to signing the Statement of Understanding. Applicants will review the qualifications for this position prior to application. Failure to review these qualifications may result in the applicant not being eligible for the position. PCS/PER DIEM WILL NOT BE PAID.

Area of Consideration: All members of the Nebraska Army National Guard in the grade range of SGT/E5 - SSG/E6 that meet the military requirements may submit applications for this position. All current hiring procedures will be in accordance with the FTNGD-OS Policy.

Area 1 – M-Day Nebraska Army National Guard applicants SGT/E5 – SSG/E6 with skill level 30 experience and able to meet the requirements of NCOL-CoE Instructor Certification Program, AR 614-200, AR 27-10, and DA Pam 611-21.

Area 2 – Technician Nebraska Army National Guard applicants SGT/E5 – SSG/E6 with skill level 30 experience and able to meet the requirements of NCOL-CoE Instructor Certification Program, AR 614-200, AR 27-10, and DA Pam 611-21.

General Requirements:

1. Possess mature judgment and initiative.
2. Display good military bearing.
3. Must be able to pass the Standard Army Combat Fitness Test (ACFT). Must have current ACFT within the last 6 months.
4. Must meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Meet height and weight standards IAW AR 600-9.
5. Current MEDPROS with HIV current within the last 6 months.
6. Selectee agrees to work weekends and evenings as the position and circumstances require.
7. Have no personal habits or character traits that are questionable from a security standpoint such as financial irresponsibility, unusual foreign holdings or interests, heavy drinking, drug abuse, gambling, emotional instability and so forth.
8. Have a demonstrated ability to be an instructor.
9. Have no speech impediments.

The Military Department of Nebraska is an Equal Opportunity Employer

10. Have no record of conviction by special or general court-martial or civilian court of sexual offenses listed in AR 27-10 or otherwise be required to register as a sex offender under AR 27-10.

Duties and Responsibilities: Conducts training in the Basic Leader Course (BLC) in accordance with the Program of Instruction (POI) and Course Management Plan (CMP), Instructor Certification Program (ICP), and the Unit SOP; performs duties of Senior Small Group Leader (SSGL) in their absence; responsible for the training and instruction of a 1:8-10 ratio of SGL/Student for 11 classes per year; performs counseling of students; advises SSGL on all evaluations and areas of improvement; evaluates and conducts tests of student performance in technical subjects and leadership development; counsels and re-trains as necessary; sets the standards of leadership, training, technical competence, and professionalism of Army NCOs; provides mentorship for students; conducts preparation for class cycles; coordinates required support for resources and equipment with SSGL; assists in development of work plans and training schedules with SSGL.

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 ng.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application FTNGDOS-AR-__-__ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. Submit Electronic applications as one attachment. Applications as multiple attachments will not be accepted. Applications which are unreadable or cannot be opened will not be accepted or considered.

Candidates may apply by submitting a completed DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve). Reference Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS), Duty MIL 02-035-12 and PPOM #13-020 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. Copy of Job Announcement as Cover Sheet for application packet**

Yes No **2. Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve Position, DA Form 1058 (dated Sept 2017). This form can be downloaded from the Nebraska National Guard Opportunities webpage.**

Yes No **3. ERB/ORB. Soldiers can download their validated Selection Board Record Brief ERB/ORB from <https://arngg1.ngb.army.mil/SelfService/Carecenter/RBMain.aspx> Enlisted applicants who are NOT MOSQ for the position in which applying must include ASVAB scores on the ERB.**

Yes No **4. Five latest OER's/NCOER's. Applications must contain their most current NCOER/OER and if unavailable written explanation must be provided. If you do not have any OER's/NCOER's, a letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an OER/NCOER.**

Yes No **5. NGB Form 23 (RPAM). All Army National Guard Soldiers will submit a current copy (within the last 6 months).**

Yes No **6.** Completed FTNGD Annual Statement of Understanding **This form can be downloaded from the Nebraska National Guard Opportunities webpage.**

<https://ne.ng.mil/Resource/Documents/FTNGD-OS-ANNUAL-STATEMENT-OF-UNDERSTANDING-OCT-2013.pdf>

Yes No **7.** Individual Training Report (ITR) form DTMS showing APFT and Height/Weight. **The record ACFT score must be passing with a date of 1 April 2022 or later and 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 **8.** IMR (Individual Medical Readiness) Record **showing a PHA completion date within 12 months and HIV within 2 years** <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> Include a current copy of your DA Fm 3349 if on profile. Any PULHES with a 3 or 4 must be approved by a MAR2 process or PDES and found fit for retention in primary MOS.

Yes No **9.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application.

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.