

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-25-067

Closing Date: 21 April 2025

Position Title: Senior Human Resource NCO

Location: HHD, 402nd MP BN, Omaha, NE

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

Military Requirements: Designated MOS for this position is 42A40. Lateral transfers in the grade of SFC/E7 must be 42A qualified, SSG/E6 transfers 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 and policies.
2. The ability to implement and manage programs.
3. Review and consolidate reports, statistics, and applications and prepare recommendations.
4. The skills required to supervise and manage staff.

Summary of Duties: Serves as the principal HR advisor for the 402nd Military Police Battalion responsible for overseeing human resources operations for the battalion headquarters and three subordinate units. Core responsibilities include personnel management and services, strength and readiness maintenance, personnel accountability, pay, reporting, boards, evaluations, and personnel systems management. Soldier must be proficient in multiple personnel and operational systems, including: DRRS-A, EES, DPRO, RCAS (e-MILPO), MEDPROS, MEDCHART, MODS, DEERS, iPerms, RMS, IPPS-A and DTMS. Position is responsible for conducting predictive analysis and anticipating future requirements of units and Battalion. Selected individual is responsible for maintaining and administering personnel portions of the Organizational Inspection Program, and developing Standing Operating Procedures and personnel policies. Soldier must be able to analyze and develop personnel inputs to mission orders (OPORD, FRAGORD, CONOP), including associated sustainment annexes, appendixes, and tabs. Selected individual will maintain and refine the personnel battle rhythm -- nested with critical events and reporting requirements. Selected

individual must perform at the level of a Senior HR NCO and full-time manager of the Sustainment Section when the Sustainment Officer (S1/4) is absent. Additional responsibilities include postal operations; equal opportunity; retirement; morale, welfare, and recreation; and protocol.

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:ng.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.