

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

TRADITIONAL VACANCY ANNOUNCEMENT

Announcement Number: 23-PEMAA-100

Closing Date: 20 May 2023

Position Title & Unit: 1SG, HHC, 734th CSSB

Location: Kearney, NE

Military Grade Range: Minimum (E7/SFC) - Maximum (E7/SFC)

Military Requirements: Designated DMOS for this position is (92A4M). A security eligibility of SECRET is required for this MOS. Must meet the physical demands requirements of DA Pam 611-21. MOS qualification, if required, must be completed IAW current policy and training guidance. Selected individual may incur additional training requirements for SQI and/or ASI requirements for the duty position (see unit specific requirements below). The qualifications for the award of this MOS can be found in DA Pam 611-21. This 1SG position is unique as it is an E7 position and not eligible to promote to E8. It is however considered a 1SG position and will award the "M" SQI.

Area of Consideration: All eligible and available members of the Nebraska Army National Guard serving in the grade range listed above. In order to be promoted in this position, the Soldier must be fully qualified for promotion IAW AR 600-8-19.

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

Category 1: MOS qualified E7 (SFC) applicants on the current 1SG Selection List

Category 2: E7 (SFC) applicants on 1SG Selection List regardless of MOS

General Requirements:

1. Currently assigned E7 NCOs of the Nebraska Army National Guard
2. Graduate or be enrolled in Senior Leader Course.
3. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment".
4. Meet other requirements as stated in **Military Requirements** above.

Summary of Duties:

The position of First Sergeant designates the principal senior NCO at company, battery, troop, or similar sized unit. The First Sergeant will:

- (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 NCO DP.
 - (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.
- (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 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 unit RRNCO to ensure all strength maintenance issues receive the emphasis and action required for quick resolution.

Application Instructions:

Apply by submitting a completed packet in accordance with checklist below. Applications may be submitted by e-mail, facsimile, postal mail, or hand-delivered to the G1 no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position. The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

E-mail may be sent to daniel.r.malizzi.mil@army.mil with a subject line of "**1SG Application 23-PEMAA-100**". Electronic applications or attachment must be in Microsoft Word, Acrobat Reader, or plain text format. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. The G1 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.

SEE Checklist on next page.

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 if not appearing in person (to include addressing any discrepancies in file if applicable) | ___ | ___ |
| Validated Enlisted Record Brief. | ___ | |
| DA Form 2166-8 (NCO Evaluation Reports) for the last three years. | ___ | |
| DA Form 1059 (Academic Evaluation Report) for most recent NCOPDS course. | ___ | |
| DA Forms 705 (include DA Form 3349 if applicable) for past three years (ITR accepted). | ___ | |
| TAG-NE Form 600-9-1 Record of Semi Annual Weight in for past three years (ITR accepted). | ___ | |
| DA Forms 5500/5501 if exceeds Screening Table Weight for past three years (if appl) . . | ___ | ___ |
| Certificates for decorations, and memoranda of commendation and appreciation within the last five years. | ___ | ___ |
| DA Form 7432 and Statement of Understanding (For CSM Positions Only)(If Applicable). | ___ | ___ |
| Nominee's FTUS Supervisor Approval through MSC AO (only AGR Soldiers) | ___ | ___ |

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

Nominee signature and date

Personnel Sergeant Signature and date

BN/MS CSM signature and date