

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

**TRADITIONAL VACANCY ANNOUNCEMENT**

**Announcement Number:** 24-PWRD0-100

**Closing Date:** 17 November 2024

**Position Title & Unit:** First Sergeant

**Location:** Kearney, NE

D Co, 2-134<sup>th</sup> Infantry Regiment (Airborne)

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

**Military Requirements:** Designated CPMOS for this position is 11Z5O. Applicants must possess a Security Clearance of Secret and meet the physical demand requirements of DA Pam 611-21. Soldier must hold MOS to be eligible for position application. IAW Enclosure 5 of the 2024 STEP, Individual must be Airborne Qualified for assignment and promotion. Selected individual may incur additional training requirements for SQI and/or ASI requirements for the duty position.

**Area of Consideration:** All eligible and available members of the Nebraska Army National Guard, serving in the grade of E7 or E8 with current standing on the 2024 First Sergeant List

(Qualified applicants will be referred to the selecting official in the following order)

**Category 1:** Airborne and MOS qualified E8 applicants on the current 1SG selection list.

**Category 2:** Airborne and MOS qualified E7 (SFC) applicants on the current 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 fulltime support position IAW NGR 600-5. E8 AGR Soldiers must attain CLASP approval prior to assignment for complete three-year CLASP Tour. AGR E7's are INELIGIBLE to apply

**Summary of Duties:**

The position of First Sergeant designates the principal senior NCO at the Company. 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, Execute 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

**Other Unit Unique Considerations/Requirements:** This is an Airborne position.

**Application Instructions:** Submit a completed "Traditional NCO Vacancy Application" (See checklist below) by e-mail to [ng.ne.nearng.list.g1-epm@army.mil](mailto:ng.ne.nearng.list.g1-epm@army.mil) and [daniel.r.malizzi.mil@army.mil](mailto:daniel.r.malizzi.mil@army.mil) with a subject line of "Vacancy Application 24-WPWRD0-30103" 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 (1 October 2024)**

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

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

	<b>YES</b>	<b>N/A</b>
<b>This checklist</b> .....	_____	
<b>Nominee's Memorandum to the President of the Board (Optional)</b> .....	_____	_____
<b>Validated Enlisted Selection Board Record Brief</b> .....	_____	
<b>DA Form 2166-8-xx (NCO Evaluation Reports) for the last three years</b> .....	_____	
<b>ITR from DTMS showing past three years of ACFT and HT/WT</b> .....	_____	
<b>Nominee's FTUS Supervisor Approval through MSC AO (AGR's Only)</b> .....	_____	_____
<b>Nominee's CLASP request through MSC AO to HRO (AGR's Only)</b> .....	_____	_____

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

\_\_\_\_\_  
**Nominee signature and date**

\_\_\_\_\_  
**BN/MSC CSM signature and date**