

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NORTHWEST 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

**FULL TIME NATIONAL GUARD DUTY for OPERATIONAL SUPPORT (FTNGD-OS)  
VACANCY ANNOUNCEMENT**

**Announcement Number:** FTNGDOS-AR-25-002

**Closing Date:** 03 December 2024

**Position Title:** Retention NCO

**Location:** RRB & 67<sup>th</sup> MEB, Lincoln, NE

**Military Grade Range:** Minimum: SGT/E5- Maximum: SSG/E6

**Military Requirements:** Designated MOS for this position is 00F. Service Member cannot meet or exceed 6 years on consecutive orders (MOB, AT, ADOS, ADT, AD). Applicants will review the qualifications for this position prior to application. Failure to review this qualification may result in the application 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 applicants meeting the requirements identified on the announcement and eligibility requirements in references.

**Area 2 –** Technician applicants meeting the requirements identified on the announcement and eligibility requirements in references.

**General Requirements:**

1. Knowledge of military training management.
2. The ability to display oneself as a role model and mentor.
3. The ability to conduct instruction in a military environment.
4. Must adhere to Army standards and as such must be obvious standard bearers of basic skills and physical fitness.
5. A valid state driver's license is required.

**Summary of Duties:** Serves as Recruiting and Retention Battalion liaison at the MSC level. Advises MSC Commander and CSM on all retention matters and current year to date retention performance. Curates relationships with subordinate battalions, Companies, and Detachment to generate running estimates. Provides assessment of MSC and Subordinate unit against OIP and retention accreditation program standards and assists Command in achievement of retention standards. Assists Commanders in selecting and training Company/Detachment Retention NCOs. Interprets regulations and provides guidance to leadership teams at the MSC and below. Monitors RMS comments and exit counseling to advise commanders on trends related to retention concerns. Provides conduit between Unit Retention NCOs and RRB Recruiters (79T). Prepares and reviews reenlistment and extension documents for accuracy. Assists in providing career counseling to Soldiers, and execution of retention interviews. Determines Soldiers' eligibility for immediately reenlist or extend their enlistment, to include options and bonuses. Coordinates retention ceremonies. Mentors battalion and unit retention NCOs on all matter's retention and RMS.

## 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@army.mil](mailto:ng.ne.nearng.list.hro-agr-job-apps@army.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>. 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 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.  
\_\_\_\_(Initials)

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. \_\_\_\_ (Initials)

Yes  No 3. 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 4. 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 5. 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 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> \_\_\_\_ (Initials)

Yes  No 7. 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 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) 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** **9.** Applicants will be screened for profiles (the DA 3349 is not required to be sent). Temporary profiles **MUST** be cleared prior to FTNGDOS start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. \_\_\_\_ (Initials)

\_\_\_\_ **Yes** \_\_\_\_ **No** **10.** 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)

*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 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 24<sup>th</sup> 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.***