

**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-19-006

**Closing Date:** 19 March 2019

**Position Title:** S&E ADMIN/TRNG NCOIC

**Location:** Columbus, NE

**Military Grade Range:** Minimum: SGT/E5 Maximum: SFC/E7

**Military Requirements:** Designated MOS for this position is IMMATERIAL. Must be able to obtain and maintain a Secret security clearance. Service Member cannot meet or exceed 6 years on consecutive orders (MOB, AT, ADOS, ADT, AD) without a 31 day break. 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-SFC/E7 that meet the military requirements may submit applications for this position. **All current hiring procedures will be in accordance with the FTNGD-OS Policy.**

**General Requirements:**

1. Possess mature judgment and initiative
2. Display good military bearing
3. Must have a valid driver's license
4. Must be able to pass the Standard Army Physical Fitness Test (APFT). Must have current APFT within the last 6 months
5. Must meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Meet height and weight standards IAW AR 600-9
6. Current MEDPROS with HIV current within the last 6 months
7. Possess or able to acquire a Secret Security Clearance
8. No Temporary Profile
9. Must be or become HAZMAT Operations qualified IAW 29 CFR 1910.120 and NFPA 472, 473 and attend Extractor 1 within three months of assignment.

**Preferred Qualifications:**

1. Experience with Defense Travel System (DTS), Automated Fund Control Order System (AFCOS), Mission Analysis, Readiness & Resource Synchronization (MARRS), GKO Portal, Army Training Requirements and Resource System (ATRRS),
2. Experience with Microsoft Office products (Word, Excel, Power Point, Outlook)
3. Knowledge of CBRNE and CERFP
4. Function at a high-level operation's tempo in a team setting
5. Ability to clearly communicate in written and verbal forms

**Summary of Duties:** Plan, organize, and coordinate CERFP Search and Extraction element training plans in support of the sponsoring unit's Full-Time Staff. Serve as the subject matter expert and principle advisor to the sponsoring unit(s) Commander(s) for CERFP issues. Provide technical guidance and assistance to the CERFP Full-Time Staff in planning, acquiring, preparing, conducting, and documenting individual and collective training. Assist the CERFP Operations NCO in the development and review of training directives, deployment planning, and readiness reporting. Procure, design, reproduce, and distribute a variety of training aids and

training support packages necessary for the efficient operation and sustainment training of the unit. Integrate CERFP JMETL tasks into training schedules to ensure congruence with the Commander's priorities and higher headquarters guidance and prevent deterioration of perishable skills. Tracks the individual training requirements for the organization and coordinate with CERFP Operations NCO to obtain quotas for personnel to attend CERFP-specific schools. Receive, consolidate, and forward reports to CERFP and HHQ pertaining to the individual Soldier readiness (i.e. DL requirements, HAZMAT Operations, NIMS Compliance, Driver's Training, etc.) Creates pay and travel orders for personnel attending CERFP training events. Monitor's sponsoring unit's personnel availability and maintains the unit's alert roster. Monitor's medical status of sponsoring unit's personnel and coordinates with other CERFP Full-Time Staff to ensure vaccinations are up to date.

### **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](mailto:ng.ne.nearng.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application FTNGDOS-AR-\_\_\_-\_\_\_ (list job announcement number)". 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-R. 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://minuteman.ngb.army.mil/benefits>. 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.****

Yes  No **7. Current DA Form 705, Army Physical Fitness Test Scorecard, listing last 4 APFT scores. Applicants must have a current passing APFT within 6 months from application submission date.**

Yes  No **8. Current passing semi-annual weigh-in on TAG-NE 600-9, DA 705 or DA5500/5501 if required, within 6 months of closing date.**

Yes  No **9. 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** **10.** 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 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.*