

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

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

Announcement Number: FTNGDOS-AR-19-009 **Closing Date:** 19 March 2019

Position Title: CERFP Logistics and Budget Officer **Location:** SORC, Omaha, NE

Military Grade Range: Minimum: O1/2LT Maximum: O3/CPT

Military Requirements: Designated Branch 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 O1/2LT-O3/CPT 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 complete applicable CERFP individual training requirements for C2 element within three months of assignment.
10. Must complete required training to access and use funds management software within one month 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: Responsible for supervising, planning, coordinating and execution of the deployment and redeployment of equipment for the CERFP. Ensures equipment is configured according to military, and DoT ground and air standards. Serves as transportation movement coordinator between JFHQ-State and CERFP. Supervises the completion and revision of cargo documentation for all transportation nodes. Ensures

appropriate transport capability for exercises and regional response plans and prepares movement schedules for maintenance and operations. Plans transportation requirements for logistical support (5 DOS).

Serves as the primary point of contact for developing and managing the various budget and financial resource allocations products for the CERFP. Products include coordination of the development of the annual CERFP Budget Builder and subsequent products sent to USPFO-NE and the program manager to support budgetary forecasts for current and future fiscal years. Monitors the execution of ARNG expenditures and reservations to ensure the CERFP is expending funds IAW its budgeted plan and coordinating the reallocation of funds for elements under executing funds. Assists CERFP Training NCO and Operations Officer in developing Operations Orders and training plans for collective training. Assists in the tracking of individual training requirements and approval/creation of travel orders. Completes other duties as assigned.

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 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 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.