

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-19-021

Closing Date: 20 May 2019

Position Title: Human Resources Officer
(Concurrent Tech announcement AF-19-027)

Location: JFHQ Lincoln, NE

Military Grade Range: Minimum Lt Col/O5 - Maximum Col/O6.
Promotion is contingent upon availability of control grade

Military Requirements: The AFSC for this positions is 38FX, Force Support. Must complete ASFC qualifications based on first available course. Applicant must possess a secret security clearance. **Applicants will review the qualifications for the award of this AFSC in the AFOCD. Failure to review these qualifications may result in the applicant not being eligible for the position.**

Area of Consideration: All current on-board AGR members of the Nebraska Air National Guard in the rank of Lt Col/O5 to Col/O6 are eligible to apply for this position. Lt Col applicants must have 3 years time in grade and Air War College complete by assignment date of 18 July 2019. Must have a minimum of 1 year retainability from Mandatory Separation Date from Federal Recognition Board to Col/O6.

Area 1 – AFSC Qualified

Area 2 – AFSC Non-qualified

General Requirements:

1. Knowledge of the full-time employee organization and structure of the Nebraska National Guard.
2. Ability to develop plans and programs that carry out responsibilities on a state level.
3. Direct, coordinate and oversee work through subordinate supervisors and managers.
4. Ability to write reports, policies, briefings and various correspondence.
5. Ability to communicate with groups and individuals.

Summary of Duties:

The incumbent serves as primary staff advisor to The State Adjutant General, staff elements, and operating official on matters pertaining to manpower and human resources management. Develops and administers state rules and procedures adapted from policies prescribed by the National Guard Bureau (NGB), the Office of Personnel Management (OPM), Department of the Army, and Department of the Air Force. Establishes and maintains liaison with the U.S. Office of Personnel Management area offices, and other human resources office. Responsible for the human resources management of all employee dispersed throughout a state, engaged in a variety of jobs under the Federal Wage and General Schedule pay systems as well as military and state pay schedules. The human resources program includes providing recruitment and placement, position classification and management, labor and employee relations, equal employment opportunity, employee development and training, and related clerical and administrative functions for a workforce.

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 AGR-AF-__-__ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

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. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the Nebraska National Guard Opportunities webpage. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. ____ (Initials)

Yes No 2. **Records review RIP / SURF Sheet** ____ (Initials)

Yes No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR),** or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. ____ (Initials)

Yes No 4. **Current Point Credit Summary -** Applies to Reserve Component Only ____ (Initials)

Yes No 5. **Current Flying History Report** (if applicable) ____ (Initials)

Yes No 6. **AF 422 or AF 2992** (showing current physical PULHES) and PHA within 12 months ____ (Initials)

Yes No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation **from their fitness monitor** showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. ____ (Initials)

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

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 request to verify receipt of their application through e-mail or telephonically.