

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-19-037

Closing Date: 23 May 2019

Position Title: G1 Sergeant Major

Location: JFHQ, Lincoln, NE

Military Grade Range: Minimum 1SG/MSG/E8 - Maximum SGM/E9

Military Requirements: Designated MOS for this position is Human Resources Specialist 42A60. Current, on-board AGR applicants must possess a valid SECRET Security Clearance. Applicants must be MOS qualified as a 42A. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 and below. Selectee must also complete respective Army National Guard Personnel courses at PEC, AR within 18 months of assignment. Promotion to SGM/E9 is contingent upon the availability of controlled grade. **Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21 for additional requirements and qualifications for initial award of MOS. 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 Army National Guard in the rank/grade of 1SG/MSG/E8 and above may submit applications for this position. All current hiring procedures will be in accordance with AGR Enlisted Career management Policy. Individuals within 18 months of initial tour or 12 months of assignment or reassignment of closing date of this announcement require a stabilization waiver. Stabilization waivers must be approved and submitted with application packet by the closing date.

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

Area 1: Lateral Transfers of on-board, MOSQ AGR personnel (SGM/E9, 42A).

Area 2: Enlisted Promotion System (EPS) of on-board AGR CPMOS (1SG/MSG/E8, 42A).

Area 3: Transfer of on-board AGR personnel (1SG/MSG/E8, 42A)

Area 4: NA

General Requirements:

1. Supervise Human Resource Office.
2. Supervise specific Human Resources functions.
3. Advise commanders/supervisors on Soldiers and personnel readiness and strength levels of supported units.
4. Review and consolidate reports, statistics, applications and prepare recommendations for personnel actions to higher headquarters.

Summary of Duties: Provides guidance and supervision to Personnel Service Sergeants in the performance of their duties. Interprets regulatory guidance and assist with the development of internal and external SOP's. Provide technical guidance to personnel administration activities and monitor suspense actions. Assist in the coordination and conduct of SRP's, mobilizations and records reviews, reviews and verifies work product as a part of quality assurance checks. Maintains close working knowledge of all database systems within the G1. Responsible for oversight of Enlisted Promotion System for the NEARNG, ensuring adherence to current NGB policy.

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DA PAM 611-21

10-42A. MOS 42A--Human Resources Specialist (HR SP), CMF 42

a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. The human resources specialist provides and manages postal operations. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations.

(2) *MOSC 42A20.* Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Conducts postal planning.

(3) *MOSC 42A30.* Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders and other staff members on Soldiers, personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Supervise postal operations.

(4) *MOSC 42A40.* Supervise HR office, specific human resources functions, Battalion S1 and human resources support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product.

(5) *MOSC 42A50.* Performs duties of and supervises at preceding skill level including quality assurance, in a personnel activity, while performing specialized or all-encompassing human resource functions.

(6) *MOSC 42A60.* Supervise duties at the preceding skill levels. The G-1/AG Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander and the G-1, there are general requirements that a G-1/AG SGM must monitor and execute in order to ensure the health of organizations, and development and growth of the future enlisted leaders of the AG Enlisted Corps. Provide direct mentorship to S1s, provide training oversight to units (within their installation or area of operation), maintain external relationships, provide readiness oversight, integrate and utilize HR metrics, and advise the G-1 and organic CSMs.

b. *Physical demands rating and qualifications for initial award of MOS.* Human resources specialists must possess the following qualifications:

(1) A physical demands rating of light.

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

c. *Additional skill identifiers.* (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).

(1) A3--Force Development (TAADS) (skill level 4 and above).

(2) E3--Executive Administrative Assistant (skill level 1-3 personnel only).

(3) F4--Postal Supervisor (skill level 3-5 personnel only).

(4) F5--Postal Operations.

(5) R1--Rough Terrain Container Handler (RTCH).

d. *Physical requirements and standards of grade.* Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-42A-1.* Physical requirements.

(2) *Table 10-42A-2.* Standards of grade TOE/MTOE.

(3) *Table 10-42A-3.* Standards of grade TDA.

Applications submitted in multiple attachments will not be accepted!

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 nq.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". 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 ***Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1.*** Reference AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 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. 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. ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://arngg1.ngb.army.mil/SelfService/Careercenter/RBMain.aspx> **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB.** ___(Initials)

___ **Yes** ___ **No** 3. 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** 4. 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** 5. Your last 4 Army Physical Fitness Test documented on a DA 705(s). **The last APFT score must be passing and within 12 months for M-Day and 6 Months for AGR of closing date.** You must provide written explanation if you are unable to provide the last 4 APFT scores. ___(Initials)

___ **Yes** ___ **No** 6. Current passing semi-annual weigh-in documented on TAG NE 600-9, DA5500/5501 or DA 705. DA 5500/01's are required for Soldiers who exceed the weight for height Table B-1, AR 600-9. For non ARNG members, the DA 705 will be document of record. **Current is within 6 months of closing date.** ___(Initials)

___ **Yes** ___ **No** 7. IMR (Individual Medical Readiness) or Flight Physical <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **PHA completion date within 12 months of closing date.** ___(Initials)

___ **Yes** ___ **No** 8. Applicants will be screened for profiles (the DA 3349 is not required to be sent) . Temporary profiles MUST be cleared prior to AGR start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. ___(Initials)

___ **Yes** ___ **No** 9. Statement of all active duty performed (DD Form 214, DD Form 215, DD Form 220, or any other forms that show active duty service). **Statement of all Active Duty performed IS NOT REQUIRED FOR AGR PERSONNEL.**

___ **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)

To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.

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.

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.