

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

ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-19-039

Closing Date: 29 May 2019

Position Title: Administrative Officer

Location: SORC, Omaha, NE

Military Grade Range: Minimum CPT/O3 - Maximum MAJ/O4
(Promotion to MAJ is dependent upon availability of controlled grade)

Military Requirements: Designated AOC for this position is 74A. Applicants must be AOC qualified within 12 months of assignment. Must possess and maintain a secret clearance. Prefer members with previous or current company command assignment. **Applicants will review the qualifications for the award of this MOS in the Department of the Army Pamphlet (DA PAM) 611-21. Failure to review these qualifications may result in the applicant not being eligible for the position.**

Area of Consideration: All on-board AGR CPTs and MAJs in the Nebraska Army National Guard. All CPTs must have CCC with 3 years TIG as of 1 September 2019. **AGRs within 24 months of initial tour or 18 months of assignment or reassignment of closing date of this announcement requires a stabilization waiver. Stabilization waiver request must be submitted with application by closing date.**

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

Area 1: Lateral Transfers of on-board AGR personnel (MAJ/O4)

Area 2: NA

Area 3: Transfer of on-board AGR personnel (CPT/O3)

Area 4: NA

General Requirements:

1. The skills and ability to develop procedural and regulatory guidance.
2. Extensive ability to communicate, both orally and in writing.
3. Vast knowledge and experience with military and civilian information technology systems and programs to include web-based applications.
4. Experience in supervising the analysis and assessment of information, prioritizing lines of effort, and managing subordinates' time to meet organizational goals.
5. Knowledge of personnel, logistics, intelligence, communication, and operations processes.

Summary of Duties:

The Chemical, Biological, Radiological, Nuclear, and High-yield Explosive (CBRNE) Enhanced Response Force Package (CERFP) Officer in Charge (OIC) also serves as the CERFP Deputy Commander. The CERFP OIC manages the CERFP program for the Director of Joint Operations (J-3) and serves as assistant to the CERFP Commander by understanding, visualizing, and describing the operational environment, and in directing, leading and assessing CERFP operations. The OIC ensures the CERFP Commander and J-3's intents are executed by the supporting elements. The OIC ensures missions and operations are planned, coordinated, integrated, synchronized and executed in accordance with the CERFP Commander and J-3's intent. Additionally, as directed by the Commander and J-3, the OIC will: monitor, synchronize and direct the priorities of work for the CERFP Staff in accordance with guidance. Ensure coordination and information sharing across the staff. Oversee planning, programming and budgeting functions of the CERFP. Serve as Command Liaison regarding CRE assets with National Guard Bureau (NGB), JFHQ-NE, significant Non-Governmental Agencies, and other National Guard CBRNE Response Elements (NG CRE) as required. Ensures effective liaison and outreach activities are conducted in order to socialize the CERFP, promote

shared understanding, synchronize efforts, and build habitual planning/training relationships with emergency response counterparts. Establish and monitor the CERFP Battle Rhythm to ensure nesting with higher and subordinate headquarters for effective planning support, decision making, and other critical functions. Assist the Commander with the supervision of the sustainment, personnel management, and communications management of CERFP. Supervise CERFP staff training. Facilitate the operational readiness of CERFP by developing CERFP Planning and Readiness Guidance which enables subordinate elements of the CERFP to effectively develop their CERFP training plans. Assist the Commander with ensuring the implementation and compliance of policies, decisions, directives, and inspection programs published by JFHQ-NE and NGB. Prioritize and review CERFP policy briefings prior to delivery to Commander for decision. Supervise and manage the Main Command Post Staff synchronization in the absence of the Commander. Ensure the Command Post SOP is effective and updated accordingly. Manage the MDMP process for the CERFP Staff in the absence of the Commander. Develop strategic plans and manage the strategic direction for the CERFP in support of the JFHQ-NE and NGB CRE Program Strategy in conjunction with guidance, direction, and intent of the CERFP Commander and J-3. Serves as the liaison officer between the CERFP and Incident Command during real-world and training operations.

Serves as the Administrative and Executive Officer (AO/XO) of the 126th Chemical Battalion. Serves as the commander's principal assistant and staff integrator, AO/XO frees the commander from routine details of staff operations and the management of the headquarters. The XO/AO ensures efficient and prompt staff actions. Coordinates and directs the work of the staff. Establishes and monitors the headquarters battle rhythm and nesting with higher and subordinate headquarters battle rhythms for effective planning support, decision making, and other critical functions. Represents the commander when authorized. Formulates and disseminates staff policies. Ensures effective liaison exchanges with higher, lower, and adjacent units and other organizations as required. Supervises the sustainment of the headquarters and activities of the headquarters and headquarters or company. Supervises staff training. Oversees the execution of the Military Decision Making Process and provides staff supervision of the Main Command Post. Ensures the timely production, publication, and dissemination of Warning, Operations, and Fragmentary Orders to include Steady State, Annual Training, and other major exercises or events. Oversees the production of Yearly Training Briefs and the development of the Commander's Unit Status Report and briefing. Serves as the battalion commander's principal assistant for directing, coordinating, supervising, and training the staff. Synchronizes and coordinates the efforts of all battalion staff sections. Coordinates the MDMP process, conducts analysis and assessment of all information, establishes proper information flow, and anticipates and synchronizes operations. Monitors subordinate units' readiness status and directs actions to posture units for success. Provides direction and oversight on training, planning, preparation, and execution of missions and exercises. Facility administrator of 8 readiness centers and armories. Supervisor of all full-time staff within the battalion.

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 [mail to: ng.ne.nearng.list.hro-agr-job-apps](mailto:ng.ne.nearng.list.hro-agr-job-apps) with a subject line of "Job Application-YOUR_NAME_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://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 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. 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 6. 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 7. 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 8. 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 9. 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 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.