

**NEBRASKA ARMY NATIONAL GUARD
DIRECTORATE OF PERSONNEL ADMINISTRATION
ENLISTED PROMOTION SECTION
2433 NW 24th STREET
LINCOLN, NEBRASKA 68524**

FIRST SERGEANT VACANCY ANNOUNCEMENT

Announcement Number: 21-PZDC0-102

Closing Date: OPEN UNTIL FILLED

Position Title & Unit: First Sergeant, C Troop, 1-134th CAV

Location: Beatrice, Nebraska

Military Grade Range: Minimum SFC/E7 - Maximum MSG/E8

Military Requirements: Designated CPMOS(s) for this position is 11Z5M. Applicants must possess a Security Clearance of Secret and have availability to meet training demands to include a rotation to JRTC during 2021. Selected individual must complete or have completed the Company Commander and First Sergeant Course within one year of assignment to position.

Area of Consideration: All eligible and available members of the Army National Guard, in the grade of E8 or E7, holding a current standing on a 1SG (CSM) Selection List. This advertisement is soliciting applicants with a standing on the 1SG Selection List with and without the 11Z MOS.

Qualified Applicants will be referred to the selection official in the following groups:

Category 1: Current 11Z qualified 1SG/MSG/E8 Applicants on 1SG Selection List

Category 2: Current 11Z qualified SFC/E7 applicants on 1SG Selection List

Category 3: Current 1SG/MSG/E8 non-11Z MOS Applicants on 1SG Selection List

Category 4: Current SFC/E7 non-11Z MOS applicants on 1SG Selection List regardless of MOS

Under the direction of the State CSM, qualified applicants will be referred for interviews.

General Requirements:

1. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
2. Meet other requirements as stated in **Military Requirements** above.
3. E8 AGR Soldiers must be assigned to an equal graded E8 fulltime support position IAW NGR 600-5. E8 AGR Soldiers must attain CLASP approval prior to assignment for complete three year CLASP Tour. *AGR E-7's are INELIGIBLE for applying.*

Summary of Duties: (Select the applicable paragraph below)

- (1) Assist the commander in planning, coordinating, and supervising all activities that support the unit mission.
- (2) Advise the commander on enlisted soldier matters to include duty assignments, promotions and reductions, leave programs, military justice, privileges, awards, welfare and recreational activities, human relations, equal opportunity, and alcohol and drug abuse concerns.
- (3) Coordinate unit administration to include submission of required reports, vehicular support, supply, and food service activities.
- (4) Provide counsel and guidance to subordinate personnel.
- (5) Assist in inspection of or conduct inspection of unit activities and facilities, observe discrepancies and initiate corrective action.
- (6) Assist the commander in performing the following training related tasks:
 - (a) Plan, conduct, evaluate, and assess unit training.
 - (b) Ensure that trainers train to a standard.
 - (c) Assist the commander in integrating individual training into collective training, and collective training into multi-echelon training events.
 - (d) Plan and execute a battle-focused NCO DP.

(e) Prepare and maintain an order of merit list for schools and courses, ensuring that Soldiers are qualified and prepared to attend.

(f) Coordinate school quotas and other training with the S3 Section.

(7) Assist the commander with Unit Strength Maintenance

(a) Execute the unit strength management plan.

(b) Ensure 100% of all required retention interviews take place in a timely manner.

(c) Ensure an effective sponsorship program is implemented and maintained.

(d) Keep all soldiers informed on the unit's plans and programs.

(e) Ensure all NCOs and first line leaders in particular are present for NCODPs that address strength maintenance issues.

(f) Advise their commander on actions and issues that affect strength maintenance.

(g) Develop, implement and maintain a program to contact soldiers in the ING with the purpose of eventually bringing them back to an active status.

(h) Ensure the "Oath of Extension" ceremony is conducted with dignity and honor.

(i) Ensure "NCO Induction" ceremonies are conducted with dignity and honor.

(j) Liaison with the

Other Unit Unique Considerations/Requirements: None

Application Instructions:

Apply by submitting a completed packet in accordance with checklist below.

Applications may be submitted by e-mail, postal mail, or hand-delivered to the G1 no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position. The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

E-mail may be sent to john.r.williss.mil@mail.mil with a subject line of "1SG Application "21-PZDC0-102".

Electronic applications or attachment must be in **PDF Format and in ONE DOCUMENT (Not a portfolio)**.

Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. The G1 is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402) 309-8148.

ARMY NATIONAL GUARD CSM/1SG PACKET CHECKLIST

Applying Soldier's Rank & Name: _____

Current Unit of Assignment: _____

	Yes	NA
Nominating memorandum from unit Commander (not letter of recommendation).	___	
This checklist	___	
Nominee's Memorandum to the President of the Board if not appearing in person	___	___
Validated Selection Board Enlisted Record Brief.	___	
DA Form 2166-8-xx (NCO Evaluation Reports) for the last three years.	___	
DA Form 1059 (Academic Evaluation Report) for Master/Senior Leader courses.	___	
DA Forms 705 (include DA Form 3349 if applicable) for past three years.	___	
DA Forms 5500/5501 if applicable for past three years.	___	___
Certificates for decorations, and memoranda of commendation and appreciation within the last three years.	___	___
DA Form 7432 and Letter of Intent (If Applicable).	___	___

Instructions: All above items MUST be included with packet and checklist MUST have BN or BDE CSM signature.

Nominee signature and date

Personnel Sergeant Signature and date

BN/BDE CSM signature and date