

**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-22-012

Closing Date: 5 July 2022

Position Title: CERFP Administrative NCO

Location: CERFP, Omaha, NE

Military Grade Range: Minimum: SGT/E5 Maximum: SFC/E7

Military Requirements: Designated MOS for this position is 00F/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 SGT/E5-SSG/E6 that meet the military requirements may submit applications for this position. **All current hiring procedures will be in accordance with the FTNGD-OS Policy.**

Area 1 – M-Day applicants meeting the requirements identified on the announcement and eligibility requirements in references.

Area 2 – Technician applicants meeting the requirements identified on the announcement and eligibility requirements in references.

General Requirements:

1. Experience with Microsoft Office products (Word, Excel, Power Point, Outlook)
2. Knowledge of CBRNE and CERFP
3. Function at a high-level operation's tempo in a team setting
4. Ability to clearly communicate in written and verbal form

Summary of Duties: Responsible for accomplishing the Commander's plans and programs to attain the unit's manning and mobilization readiness objectives and mission. Responsible for orders, personnel, administrative and activities and readiness status. Assists CERFP FTE-TRNCOs in improving CERFP Section member admin/medical/training readiness. Assists the Operations Officer with managing the efforts of full-time personnel. Assists in the development of element SOPs. Assist in tracking all suspense's. Coordinates with staff to track personnel status in AO during CERFP training and operations. Receives, analyzes, synchronizes activities, and coordinates support requests of subordinate units from external agencies (including civil authorities). Responsible for planning and coordinating with local, state, regional, and federal agencies on the use of the NG CRE during operations and exercises. Assists with managing Joint Manning Document, budget, and SEAT requirements. Ensures proper message handling procedures and applicable SOPs are adhered to. Ensures Battle Rhythm is adhered to. Must be or be willing to become HAZMAT Operations qualified. Position also required to fulfill other CERFP additional duties to include but not limited to; Radiation Safety, Operational Safety, Respiratory Protection Program oversight, Dosimetry Program oversight, and other cross-training as required.

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 ng.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application FTNGDOS-AR-__-__ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. 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 (dated Sept 2017). 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://arngg1.ngb.army.mil/SelfService/Careercenter/RBMain.aspx> 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. <https://ne.ng.mil/Resource/Documents/FTNGD-OS-ANNUAL-STATEMENT-OF-UNDERSTANDING-OCT-2013.pdf>**

Yes No **7. Individual Training Report (ITR) form DTMS showing APFT and Height/Weight. The last APFT score must be passing and with a date of 1 January 2019 or later for M-Day and after 1 July 2019 for AGR. Height Weight is considered current within 6 months of closing date. You must provide written explanation if you are unable to provide the last 4 APFT scores. ___(Initials)**

Yes No **8. 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 **9. 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.