

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-23-008

Closing Date: 22 November 2022

Position Title: Senior Human Resource NCO /
Retirement NCO

Location: HRO, JFHQ, Lincoln, NE

Military Grade Range: Minimum SSG/E6 - Maximum SFC/E7

Military Requirements: Designated MOS for this position is 42A40. Lateral transfers in the grade of SFC/E7 must be 42A qualified, SSG/E6 transfers must become MOS qualified within 12 months of assignment. Must be able to obtain and maintain a Secret Security Clearance. **Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21**

<https://www.milsuite.mil/book/groups/smartbookdapam611-21> for further demand rating 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 Soldiers of the Nebraska Army National Guard in the rank of SSG/E6 and above may submit applications for this position. **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. (SFC/E7) MOS 42A Qualified.

Area 2: Select Train Educate Promote List (STEP) of **on-board** AGR CPMOS qualified (SSG/E6, 42A).

Area 3: Transfer of on-board AGR personnel (SSG/E6) eligible to attain 42A MOS.

Area 4: N/A

General Requirements:

1. The ability to research and interpret regulatory guidance.
2. The ability to communicate both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
4. The ability to apply personnel management practices and techniques.
5. Experience in consolidating and analyzing data, prioritizing workload, and managing time to meet organizational goals.
6. The ability to advise and counsel Airmen, Soldiers and Families.
7. The ability to prepare briefings and brief large audiences.

Summary of Duties: Perform various human resource functions within the AGR Branch for both Army and Air National Guard members. Manage and provide customer service for AGR travel and manage funds for DTS and PCS. Tri-Care Manager and point of contact for AGR personnel. Manage and serves as board recorder for Initial Tour Continuation Boards and Active Service Management Boards. Manage Basic Allowance for Housing waivers. Manage Positions of Significant Trust screening of employees. Monitor and update personnel information technology systems to include DTS, FTSMCS, Leave Tracker, DCPDS, DPRO, iPERMS and IPPS-A. Responsible for publication of announcements, receiving and reviewing AGR and FTNGDOS application packets and staffing selections and accessing into the AGR Program. Primary Retirement NCO for all AGR members, receives requests and assists through the retirement process. Issues 18-year letters for AGR

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Soldiers. Prepare forms, correspondence, and memorandums IAW AR 25-50 for final review and disposition. Provide customer service in person, over the phone and by e-mail. Perform other duties as assigned.

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 <mailto:ng.ne.nearng.list.hro-agr-job-apps@army.mil> with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. 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**. ___(Initials)

N/A **Yes** **No** 5. Statement of all active duty performed (DD 214, DD 215, DD 220). You can find these forms in your IPERMS <https://iperms.hrc.army.mil/rms/login.jsp> DD 214/215/220 are not required for current on-board AGRs. ___(Initials)

Yes **No** 6. 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** 7. IMR (Individual Medical Readiness) <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. If you are on a profile include a current DA 3349. Any PULHES with a 3 or 4 must be supported with medical fit for duty waiver (MMRB or MAR2). (Initials)

Yes **No** 9. 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.