

**NEBRASKA NATIONAL GUARD**  
**HUMAN RESOURCES OFFICE**  
**2433 NORTHWEST 24<sup>TH</sup> STREET**  
**LINCOLN, NEBRASKA 68524**

**ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT**

**Announcement Number:** AGR-AR-23-031

**Closing Date:** 02 February 2023

**Position Title:** Senior Supply NCO

**Location:** JFHQ, Lincoln, NE

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

**Military Requirements:** Designated MOS for this position is 92Y4O. Selected individual must become MOS qualified within one year from date of selections. Selected individual must complete respective Army National Guard Military Logistics Courses at PEC within 18 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 members 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).

**Area 2:** Select Train Educate Promote List (STEP) of on-board AGR CPMOS qualified (SSG/E6, 92Y).

**Area 3:** Transfer of **on-board** AGR personnel (SFC/E6) eligible to attain 92Y MOS

**Area 4:** N/A

**General Requirements:**

1. The ability to research and interpret regulatory guidance.
2. The ability to communicate effectively, both orally and in writing.
3. The ability to work with logistics automation equipment and information technology systems.

**Summary of Duties:** Accomplishes the day-to-day supply transactions of the unit and ensures that the unit's property and equipment is receipted for, stored and maintained properly. Requests, receives, issues and accounts for a wide variety of supplies and equipment. Conducts inventories, which requires considerable knowledge of the equipment and components. Ensures that supplies such as rations, ammunitions, and equipment are on hand to support the training mission of the unit. Coordinates maintenance, repair of the unit equipment, prepares reports, and correspondence. Account for and maintain serviceability of OCIE. Ensure that quarterly sensitive item listings are inventories are conducted. Ensure that semi-annual hand receipts and quarterly cyclic inventories are signed and dated by the unit Commander. Track unit vehicle status and assist in preparing quarterly USR, briefing materials, and other reports and/or requests as directed by the Commander and/or FTS NCOIC. Operates the unit Global Combat Support Systems-Army (GCSS-A) to maintain automated accountability and reporting for logistics functions. Attend required training courses conducted by NGPEC. Will become knowledgeable of and perform duties IAW all state and federal laws and Army regulations governing HAZMAT handling, storage and disposal. Complies with state and federal regulations governing the procurement of recycled material

and waste reduction. Complete Government Purchase Card (GPC) training and perform GPC purchases for HHD, JFHQ. Perform other duties as assigned by Chain of Command.

## **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 24<sup>th</sup> 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.***