

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-23-032

**Closing Date:** 02 February 2023

**Position Title:** Senior Supply NCO

**Location:** 209<sup>th</sup> RTI, Camp Ashland, NE

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

**Military Requirements:** Designated MOS for this position is 92Y4O. Selected individual must complete the PEC LTC-019 Battalion S-4 Course within 18 months of assignment and may become Instructor SQI (8) qualified pending NCOIC approval. **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, and individuals eligible to become members, meeting the minimum requirements 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 92Y.

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

**Area 3:** All members of the Nebraska Army National Guard and persons who are eligible for enlistment or transfer into the Nebraska Army National Guard holding 92Y MOS

**Area 4:** N/A

**General Requirements:**

1. The ability to develop procedural guidance.
2. The ability to communicate both orally and in writing.
3. The ability to work with automation equipment and information technology systems.
4. Must be able to obtain SECRET clearance.
5. The ability to apply time management techniques.

Summary of Duties: Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment. Operate unit-level computers. Prepare all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Provides technical guidance to lower grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities with different battalions and training site. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Serves as the Primary Billing Official for MSC's Government Purchase Cardholders. Conducts unit Command Supply Discipline Program inspections and Staff Assistance Visits as directed.

**Applications submitted in multiple attachments will not be accepted!**

**Application Instructions:**

*The Military Department of Nebraska is an Equal Opportunity Employer*

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@mail.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://arngg1.ngb.army.mil/SelfService/Careercenter/RBMain.aspx>. 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. \_\_\_(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.***