WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **16-009**

OPEN TO CURRENT MEMBERS OF THE WASHINGTON ARMY NATIONAL GUARD OR APPLICANTS WHO ARE ELIGIBLE FOR IMMEDIATE ENLISTMENT/APPOINTMENT IN THE WASHINGTON ARMY NATIONAL GUARD.

OPENING DATE: 30 October 2015 **CLOSING DATE:** 1 December 2015

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants MUST be worldwide deployable.

GRADE REQUIREMENT: SPC: $2019.60 – $2451.60 through SGT: $2202.90 – $3125.70 depending on years of service, plus allowances for rations, uniforms, and housing.

POSITION: Human Resources NCO **(42A)**

UNIT: Headquarters and Headquarters Company, 1st Battalion, 161st Infantry

DUTY LOCATION: Spokane, WA 99217

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Reviews, interprets, and reconciles Standard Installation Division Personnel System (SIDPERS) generated reports and records. Indexes, verifies and performs quality control functions in the Interactive Personnel Electronic Records Management System (iPERMS). Assists in the submission of Military Personnel Office Orders (MILPO) orders requests and other Reserve Component Automation System (RCAS) related areas. Prepares and updates DD Form 93's and SGLV's. Processes NCOERs, OERs, and awards while resolving errors. Reviews and processes Officer Promotions and automated advancements. Prepares, inspects, and submits extensions and supporting documents. Assists in processing of separation packets. Prepares, reviews, and submits documents related to the suspension of favorable actions. Advises the Battalion Staff and other key personnel on current regulations, policies, and procedures pertaining to personnel functions. Prepares letters, memorandums, and any other required documentation. Facilitates suspense dates required by the Brigade. Completes cross training by becoming familiar with and occasionally performing duties of other full-time support positions assigned to the Battalion. Completes all other administrative duties as assigned.

MINIMUM QUALIFICATIONS:

Open to all Soldiers enlisted in grade of rank **SPC** to **SGT** (AGR & Traditional). Applicants MUST be qualified in MOS **42A** or be eligible to become qualified within 12 months in accordance with AR 135-18.

Promotion will not exceed maximum grade authorized of SGT.

The following are some of the mandatory qualifications for entry into this MOS per DA PAM 611-21:
Physical demands rating and qualifications for the initial award of MOS.

(1) A physical demands rating of heavy.
(2) A physical profile of 323222.
(3) Qualifying scores **(42A)**.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(4) Formal training.

CONDITIONS OF EMPLOYMENT:

1. Applicants must meet medical fitness standards established in AR 40-501, Chap 2, 3, 4, or 5 as applicable and must meet body composition standards prescribed in AR 600-9.

2. Individual selected will be required to pass an Army Physical Fitness Test (APFT) for record upon entry into the AGR Program; those unable to take the APFT due to temporary profile must wait until they are off profile and able to complete the APFT.

3. Must be able to complete a 3-year initial tour of active duty before one of the following:

(a) Completing 18 years of active federal service.

(b) Reaching the date of mandatory removal from an active status based on age or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.

4. Voluntary separation for one or more days from the AGR program results in ineligibility to re-enter the AGR program for one year from the date of separation (waiverable by NGB).

5. Applicants meeting any condition listed in Table 2-3, AR 135-18 will be determined ineligible to enter the AGR program.

6. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.

7. Individual selected must have at a minimum an Interim Secret Clearance to enter into the AGR program. All Soldiers in an AGR status are required to maintain at least a SECRET security clearance regardless of the Soldier's primary military occupational specialty (PMOS). See NGWA-HRO, Security Clearance Policy dated 5 November 2012 for further guidance.

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Additional Information:

- Acceptance of an AGR position will terminate eligibility for all bonuses and student loan repayments effective on the date of entry into AGR status. This does not affect Montgomery GI Bill eligibility.

- If applicable, Promotion will not exceed maximum grade authorized for the position occupied.

- All Active Duty Orders must be terminated prior to AGR Appointment. Technicians must be placed in an absent or separated for Uniformed Service status upon AGR appointment.

- Individual selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f) in Washington State. Subsequent tours are at the discretion of The Adjutant General.

- Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).

- Individual selected will be stabilized in the position for the first 18 months of initial tour or 12 months if on subsequent tour. An exception to the 18 month rule requires prior approval from NGB. (NGR 600-5, paragraph 2-6f)

- Applicants must satisfy requirements outlined in Chapter 2, NGR 600-5, AR 135-18, NGR 600-200, NGR 601-1(ch 2-7), and DA Pam 611-21.

APPLICATION PROCEDURE: Please see VACANCY ANNOUNCEMENT CHECKLIST included with the announcement for required documents to submit with your application. All applications must be received at HRO-AGR, NLT COB 1630 hrs on the closing date**. Please be advised that mail is not delivered directly to HRO so allow for an additional 3-5 days for shipping.**

Forward applications to: The Adjutant General, State of Washington
ATTN: HRO-AGR Services, Building 33
Camp Murray, Tacoma, WA 98430-5110

E-mail applications: HRO-AGR Applications Distro List
ng.wa.waarng.list.hro-agr-applications@mail.mil

Note: E-mailed application packets will be printed only in black and white.

POSITION FILL: *Applications received are reviewed for eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates.* ***Application packets missing vital data will not be considered and will be determined UNQUALIFIED.*** It is the applicant's responsibility to ensure the NGB 34-1 and all supporting documents are accurate and complete.

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EQUAL OPPORTUNITY: This position will be filled without regard to race, color, gender, religion, national origin, or political affiliation.

This announcement will be posted on the HRO bulletin board in Bldg. 33, Camp Murray, WA and the websites below:

Washington Military Department website at http://mil.wa.gov/Job-opportunities/federal-human-resources/agr-positions

Guard Knowledge Online (GKO) Jobs page at https://gkoportal.ng.mil/jobs/SitePages/Home.aspx
Please note that you must have a GKO account to view the Vacancy Announcements on GKO.

You can reach the HRO-AGR office at (253) 512-8396 or 8822.

FOR THE ADJUTANT GENERAL:

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MITCHELL J. SIEGLOCK
MAJ, AV, USA
AGR Manager

DISTRIBUTION: A

APPLICATION PACKET PREPARATION

How to Apply:

All applicants must submit a complete application packet to HRO-AGR Services to be considered for an AGR position.

The documents listed on the checklist may be located on iPERMS, AKO, or through your Readiness NCO/Battalion S1. It is highly recommended that all applicants use these sources to put a packet together. Follow the checklist to assist in packet preparation.

- NGB Form 34-1 http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm (Application for AGR Position) dated Nov 2013 **(must be signed and dated)**; if applicable attach a sheet explaining any "yes" answers to section IV.
- Make all entries legible and complete. **Job Announcement Number and Position Title are required for all applications. Please include contact information (i.e. phone numbers, complete address, and an e-mail address).**
- Submit copies of supporting documents that are up to date.
- Make sure copies are clearly legible throughout.
- Additional supporting documents (letters of recommendation, certificates, diplomas, etc) will be placed at the end of the packet.
- Arrange your packet in the order listed on the checklist. A simple binder clip will hold your packet together. Special ring binders, portfolios, report covers, and document protectors are discouraged. Ornate covers and organizers have no bearing on the selection process or outcome, and are a wasted expense. HRO-AGR will forward only the application documents to the selection board. ***Please do not use staples.***

The applicant is responsible for ensuring the application is complete and all required documents are correct and included. If an incomplete packet leads to the inability to determine eligibility a letter will be sent to the individual indicating the reason for disqualification. All application packets submitted become the property of the HRO-AGR Office and will not be returned.

TITLE 32 AGR APPLICATION CHECKLIST (*Enlisted*)

*****INCOMPLETE APPLICATION MAY NOT BE ACCEPTED*****

LAST NAME_____**RANK**_____**SSN**_____

DAYTIME PHONE:_____**EMAIL:**_____

CURRENT STATUS: M-DAY / FTNGD-OS / AGR / TECH / AC / USAR (*Circle One)*

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS **(*Packets not containing all documentation IAW guidance below may not be considered).***

1. _____ NGB Form 34-1 dated Nov 2013 (Application for AGR Position: hyperlink http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm must be complete with original signature).

2. _____ ERB containing ASVAB scores (Certified Copy) NGR (AR) 600-5. If your ASVAB scores are not reflected on the ERB, then a copy of one of the following is required: DD 1966, or PRIOR SERV RCRDS (REDD Report) for ASVAB scores. Include copy of Armed Forces Classification (AFCT) Results Memorandum if most current and accurate ASVAB scores are not reflected on requested documentation.

3. _____ Individual Medical Readiness (**IMR**) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. * It is important that you print the report, not the webpage screen. **(Log into AKO, My Medical Readiness Status, View Detailed Information, IMR Record).**

4. _____ Copies of all DD Form 214's/NGB 22's showing all prior service.

5. _____ NGB Form 23-B (Retirement Points History Statement - If current member of the National Guard).

6. _____ DA Form 1506 (Statement of Service) if DD 214 or NGB Form 23-B is not available.

7. _____ Official DA photograph, See AR 640-30 paragraph 6 for frequency of DA Photo (E5 and below-digital photo is acceptable).

8. _____ DA Form 705 (APFT) May 2010 current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day in accordance with AR 350-1, Para 1-24. Submit a statement of **current** (within 6 months) height and weight Memo, **Must be separate from DA 705**. If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be **signed by either a unit Readiness NCO, First Sergeant, or Commander.**

9. _____ Copy of last five DA 2166-8 (NCO-ER's), all pages, front and back. If new E-5 or below, it is suggested to include a letter of recommendation.

10. ____ Current AGR Soldiers applying need a memorandum from the full time chain of command endorsing your application.

11. ____ Memorandum of explanation for missing documentation (if necessary).