



# WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office  
Active Guard Reserve (AGR) Announcement  
Job Announcement #16-015

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## OPEN TO CURRENT MEMBERS OF THE WASHINGTON ARMY NATIONAL GUARD

**OPENING DATE:** 31 December 2015

**CLOSING DATE:** 2 February 2016

**VACANCY ANNOUNCEMENT:** NATIONWIDE

All applicants **MUST** be worldwide deployable.

**GRADE REQUIREMENT:** PFC \$1823.40 – \$2055.30 through SPC: \$2,019.60 – \$2,451.60 depending on years of service, plus allowance for rations, uniforms, and housing.

**POSITION:** Supply Specialist (92Y)

**UNIT:** HQ 161 Infantry

**LOCATION:** Spokane, WA

**SECURITY CLEARANCE:** Secret

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### BRIEF DESCRIPTION OF DUTIES:

Responsible for assisting battalion and subordinate unit supply personnel and operations. Assist Senior Supply Specialist as applicable in accomplishing day-to-day requesting, receiving, hand receipting, delivery and turn-in of property book items. Administrative functions required to keep property books and supporting documents current in accordance with current directives and authorization documents. Assist in accomplishing all types of reports to include but not limited to food service, transportation, fuel consumption and local purchasing. Assist unit supply sergeants in inventories using component listing to inventory components of end items. Review and check updates on unit Standard Operating Procedures, policies and regulations. Assist Property Book Officer/Hand Receipt Holder with annual/change of command inventories and updating unit hand receipts. Conduct data entry in multiple logistics programs including but not limited to Property Book Unit Supply Enhanced, Standard Army Maintenance System Enhanced, Installation Support Modules and Global Financial Enterprise Business System. Complete other duties as assigned.

### MINIMUM QUALIFICATIONS:

Open to all Soldiers enlisted in grade of rank **PFC – SPC** (*AGR & Traditional*). Applicants **MUST** be qualified in MOS **92Y** or be eligible to become qualified within 12 months in accordance with AR 135-18.

***Promotion will not exceed maximum grade authorized of SPC.***

## **AGR Vacancy Announcement 16-015**

**The following qualifications are mandatory 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 very heavy.
- (2) A physical profile of 111121.
- (3) Normal color vision.
- (4) Correctable vision of 20/20 in one eye and 20/100 in the other eye.
- (5) Qualifying scores.

(a) A minimum score of 90 in aptitude area CO in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002.

(6) Must have a valid State motor vehicle license (not due to expire prior to completion of MOSQ producing school).

(7) 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. Must be able to complete a 3-year initial tour of active duty before:
  - (a) Completing 18 years of active federal service or
  - (b) 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.
3. Separation from the military service for cause constitutes ineligibility, unless an approved exception to policy/regulation memorandum is received from National Guard Bureau (NGB).
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 are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
6. Applicants must not be subject to flagging actions when entering the AGR status.
7. Applicants **must** have at a minimum a **Secret** Clearance to apply for this position. 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.

## AGR Vacancy Announcement 16-015

### Additional Information:

While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.

If current rank is below the maximum grade authorized, selected individual will not be promoted until qualified in the MOS of this position and/or placed on the EPS list for the MOS and be the highest on the list.

*Promotion will not exceed maximum grade authorized for the position occupied.*

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. Exceptions to the 18 month rule require prior approval of 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 601-280, and DA Pam 611-21.

Applicants must possess, or be able to acquire a valid civilian motor vehicle operator's license, and be able to be licensed on all unit assigned MTOE motor vehicles and GSA vehicles.

**APPLICATION PROCEDURE:** Please see VACANCY ANNOUNCEMENT CHECKLIST included with the announcement for required documents to submit with your application. Applications must be received at HRO-AGR, NLT COB 1630 on the closing date. ***Only mailed or hand delivered applications will be accepted. Faxed and Scanned copies will not be accepted.***

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

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

*All Active Duty Orders or Technician Appointment must be terminated prior to AGR appointment.*

## **AGR Vacancy Announcement 16-015**

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

This announcement will be posted to unit bulletin boards and these websites:

Please note, you must have a GKO account to view the Vacancy Announcements on GKO. To receive GKO access please registers at <https://gkoportal.ngb.army.mil/sites/wang/default.aspx>

Washington Military Department website at <http://mil.wa.gov/jobs/agr.shtml>

Point of contact is SSG Siedler at commercial 253-512-8396 or DSN 323-8396.

FOR THE ADJUTANT GENERAL:

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Mrs. Choon H. Young  
Human Resource Officer  
Washington Army National Guard

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 or 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 (Application for AGR Position) dated Nov 2010 **(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 for which you are applying, along with contact information (i.e. Phone numbers complete address and an e-mail address).** Required for all applications
- \* 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 staple or 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, as HRO-AGR will forward only the application documents to the selection board.

**The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the HRO-AGR Office and will not be returned.**

## TITLE 32 APPLICATION CHECKLISTS (*Enlisted*)

\*\*\*INCOMPLETE APPLICATIONS 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 2010 (Application for AGR Position: hyperlink [www.ngbpd.c.ngb.army.mil](http://www.ngbpd.c.ngb.army.mil)) must be complete with original signature.
2. \_\_\_\_\_ DA Form 2-1 containing ASVAB scores (Certified Copy) NGR (AR) 600-5. If your ASVAB Score is not reflected on the 2-1 then **Also** a Copy of one of the following: DD1966, 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**). *Over 40 Medical Screening Report, if applicable.*
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) (6. Frequency). (E5 and below- digital photo is acceptable).
8. \_\_\_\_\_ DA Form 705 (APFT) May 2010 current within 6 months if AGR, 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 of 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, recommend include a letter of recommendation.
10. \_\_\_\_\_ Copy of HS diploma or GED (college transcripts optional), not required for on-board AGR personnel.
11. \_\_\_\_\_ Photocopy of valid civilian motor vehicle operator's license. All data must be readable.
12. \_\_\_\_\_ Memorandum of explanation for missing documentation (if necessary)