

Corrected Copy



## WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office  
Active Guard Reserve (AGR) Announcement  
Job Announcement # **16-053**

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**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:** 9 August 2016

**CLOSING DATE:** 13 September 2016

**HIRING DATE:** 1 October 2016

**VACANCY ANNOUNCEMENT:** NATIONWIDE

All applicants **MUST** be worldwide deployable.

**GRADE REQUIREMENT:** WO1: \$2,905.50 - \$4,845.30 through CW2: \$3,309.90 - \$5,157.30 depending on years of service, plus allowance for rations, uniforms, and housing.

**POSITION:** Training Officer / Pilot (**153A**)

**UNIT:** Co B, 1<sup>st</sup> Battalion GSAB, 168<sup>th</sup> Aviation Regiment

**DUTY LOCATION:** Joint Base Lewis-McChord, WA 98433

**SECURITY CLEARANCE:** Secret

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### **BRIEF DESCRIPTION OF DUTIES:**

Act as the Company Commander's lead Full Time Unit Support (FTUS) representative. Primarily responsible for management of administrative, pay, readiness and supply functions for the company. Directly supervises enlisted and NCO FTUS personnel. Officer is directly responsible for planning, coordinating, scheduling, and documenting unit training. Soldier is responsible to provide counsel and advice to the Commander on all unit matters pertaining to readiness, training, mobilization preparation, maintenance, Unit Manning Roster management, supply discipline, administrative, and pay actions. Soldier will concentrate on unit effectiveness, standards of performance and Soldier development. The Soldier will operate, maintain, administer, and manage unit functions using technical systems including but not limited to MUP, RCAS, DTMS, DTS, TAMIS, DPRO, GKO, AFCOS and ATRRS.

### **MINIMUM QUALIFICATIONS:**

Applicant must possess **SECRET** security clearance. Applicant must be qualified **WO1** through **CW2** in Career Management Field **153A**. Soldier will maintain personal readiness and deploy-ability at all times. Soldier will maintain active component FAC 1, RL 1 capabilities in assigned aircraft and will augment aviation support missions as required. Other duties as assigned by the AGR Administrative Officer. Soldier must be, or be capable of achieving prior to unit deployment, RL1, Day/Night, NVG.

## **AGR Vacancy Announcement 16-053**

### **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.

### **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.*
- 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.
- **Applicant must be able to complete CH-47 Advanced Qualification Course (AQC) within 36 months of AGR hire date.**

## AGR Vacancy Announcement 16-053

### 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.waarnng.list.agr@mail.mil](mailto:ng.wa.waarnng.list.agr@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.

### 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:

//S//  
MITCHELL J. SIEGLOCK  
MAJ, AV, USA  
AGR Manager

DISTRIBUTION: A

## APPLICATION PACKET PREPARATION

### How to Apply:

**All applicants must submit a complete 8.5x11 single PDF application via email, or hard copy 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](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.**

## AGR Vacancy Announcement 16-053

### TITLE 32 AGR APPLICATION CHECKLIST (*Officer*)

**\*\*\*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 2010 (Application for AGR Position: hyperlink <http://mil.wa.gov/jobs/agr.shtml>) must be complete with original signature.
2. \_\_\_\_\_ Biographical Summary IAW Appendix H, NGR 600-100
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 OERS, all pages, front and back.
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)
12. \_\_\_\_\_ Any other documents that will add weight to the overall strength of the packet to support applicant's qualifications.