WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office

Active Guard Reserve (AGR) Announcement

Job Announcement # **18-089**

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: 2 August 2018   **CLOSING DATE:** 11 September 2018

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants MUST be worldwide deployable.

GRADE REQUIREMENT: SGT: $2202.90 - $3125.70 through SSG: $2486.70 - $3851.70 depending on years of service, plus allowances for rations, uniforms, and housing.

POSITION: Detachment Readiness NCO **(12N)**

UNIT: Detachment 1, 176th Engineer Company

DUTY LOCATION: Yakima, WA

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Be familiar with and understand the Digital Training Management System (DTMS). DTMS is the database of record. Responsible for unit Training schedules, APFT, Weapons Qualifications, Mandatory Training records and METL training, which will be recorded in DTMS. Responsible for Schools Packet and Digital Travel Systems (DTS) duties. Responsible for identifying Soldiers currently in school, going to school in the next 90 days, Authorization/Voucher status, and knowing unit standing/percentage of OES/NCOES/DMOSQ qualified Soldiers at all times. Responsible for all Company training records and logs - This includes Training binders, IDT Closeout records, and AT/IDT training plans (with AARs and CRMs). Responsible for processing JBLM and Yakima training center range and training area request. Reviews training evaluation reports to identify needed revisions or improvements to training activities. Provide course of actions to improve training activities. Monitor the unit's individual training program to ensure minimum MOSQ standards are met within resource constraints. The program is coordinated through the NCO channels, formal Army schools, and Mobile Training Teams (MTTs). Provides information about availability of training courses and provides guidance on eligibility requirements. Attends all unit training assemblies, additional training assemblies, and annual training periods. Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to produce training areas, ranges, training equipment, and other facilities required by the unit. Responsible for maintaining and processing My Unit Pay (MUP). Furthermore, responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.

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MINIMUM QUALIFICATIONS:

Open to all Soldiers enlisted in grade of rank **SGT** through **SSG** (AGR & Traditional). Applicants must be qualified in MOS **12N** or be eligible to become qualified within 12 months of hire date. All new AGR's in the rank of **SSG** not MOS qualified must accept an administrative reduction to **SGT** and be eligible to become MOS qualified within 12 months in accordance with AR 135-18.

Promotion will not exceed maximum rank authorized of **SSG**.

THE FOLLOWING ARE SOME OF THE MANDATORY QUALIFICATIONS FOR ENTRY INTO THIS MOS PER DA PAM 611-21 AS OF JUN 2018:

        (1) Physical demands rating of moderate (Gold).
        (2) A physical profile of 222221.
        (3) Red/green color discrimination.
        (4) Qualifying scores.
           (a) A minimum score of 90 in aptitude area GM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
           (b) A minimum score of 90 in aptitude area GM on ASVAB tests administered on and after 2 January 2002.

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) Reaching the applicable date for Retention Control Points based on grade.
   (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 2013 for further guidance.
8. All applicants must possess a valid civilian motor vehicle operator's license and become licensed to operate military vehicles organic to the unit.

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.

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- 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 PST on the closing date**.**

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

Note: Application packets will be printed only in black and white. If you do not receive a confirmation of receipt within **2** business days of submission, please contact the HRO-AGR office at (253) 512-8396 or 8822.

POSITION FILL:

*Applications received are reviewed for eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. **Application packets missing vital or current 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 website below:

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

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

FOR THE ADJUTANT GENERAL:

//S//
JONATHAN E. FLEURY
LTC, AR, USA
AGR Manager

DISTRIBUTION: A

APPLICATION PACKET PREPARATION

HOW TO APPLY:

PORTFOLIO PDFs AND PDFs WITH ATTACHMENTS WILL NOT BE ACCEPTED.

All applicants must submit a **complete single PDF** application packet via email to HRO-AGR Services (ng.wa.waarng.list.agr@mail.mil) to be considered for an AGR position. Packets submitted with multiple attachments will be returned.

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/Adobe/ngbf34-1.pdf (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.

The applicant is responsible for ensuring the application is complete and all required documents are correct, current, 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 (SELECT ONE):

VACANCY ANNOUNCEMENT #

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: http://www.ngbpdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf must be complete with original signature)

2. _____ ERB containing **ASVAB scores** (Certified Copy) IAW NGR 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 Re-Enlistment Eligibility Data Display (REDD) Report for ASVAB scores. Include a copy of Armed Forces Classification Test (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 (MEMBER -4) / 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. _____ **E-6 and above** – official DA photograph. **E-5 and below** – a digital photo in OCPs/ASUs is acceptable. See AR 640-30 for examples

8. _____ Last 3 years of DA Form 705(s) (APFT Scorecard). Must include a current record APFT within **6 months** if AGR and FTNGD-OS, or within **1 year** if M-day in accordance with AR 350-1, Appendix F, Para F-5

9. _____ **All** - Memorandum stating height and weight compliance to the President of the Board. Include a DA Form 5500 (Males) or 5501 (Females) if applicant does not meet table screening weight. All must be signed by either a unit Readiness NCO, First Sergeant, or Commander and dated within **6 months** of applying

10. ____ Copy of last **five** DA 2166-8 (NCOERs), all pages, front and back. If new E-5 or below, it is suggested to include a letter of recommendation

11. ____ Current **Washington AGR** Soldiers applying need a memorandum from the full time chain of command endorsing your application (BN Admin Officer, MSC Enlisted Manager and MSC Admin Officer)

12. ____ Memorandum of explanation for missing documentation (if applicable). Examples include **missing evaluations**, Security Clearances older than **10 years**, and **incomplete data** on Record Briefs