



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **18-098**

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: 13 September 2018

CLOSING DATE: 3 October 2018

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: Assistant Operations NCO (**42A**)

UNIT: Headquarters and Headquarters Company, 156th Information Operations Battalion

DUTY LOCATION: Joint Base Lewis-McChord, WA

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Assists in the planning, execution, and documentation of training established by the chain of command. Functions as the unit's technical advisor for all aspects of training. Drafts battalion training schedules, yearly training calendars, and other training management items to ensure compliance with directives and publications. Maintains and reviews unit training files, libraries, and SharePoint. Reviews all school, travel, and orders for the battalion before pushing to higher headquarters for approval. Prepares and submits requests for training resources to include: ammunition, air, EST 2000, rollover trainer, combatives, training areas, and ranges. Works with the S4 to synchronize requests for vehicles, equipment, fuel, and other required resources based on scheduled training. Unit expert for ATRRS and local school requests, travel authorizations, and travel vouchers. Must be proficient with Digital Training Management System (DTMS), Defense Travel System (DTS), Government Travel Card (GTC) Citi Bank, Army Training Requirements and Resources System (ATRRS), Automated Fund Control Orders System (AFCOS), SIBX, Range Facility Management Support System RFMSS, Total Ammunition Management Information System TAMIS, Standard Installation and Division Personnel Reporting System (SIDPERS), and GKO. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

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

AGR Vacancy Announcement 18-098

Promotion for this position will not exceed maximum rank of **SGT**.

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

- (1) A physical demands rating of Significant (Gray).
- (2) A physical profile of 323222.
- (3) Qualifying scores.
 - (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.
 - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

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.
- 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).

AGR Vacancy Announcement 18-098

- 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
nq.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.

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

AGR Vacancy Announcement 18-098

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