



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **19-096**

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: 11 September 2019

CLOSING DATE: 22 October 2019

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants **MUST** be worldwide deployable.

MINIMUM GRADE REQUIREMENT: SPC: \$2019.60 – \$2451.60 depending on years of service, plus allowances for rations, uniforms, and housing.

POSITION: Personnel - Administrative NCO (**42A**)

UNIT: Headquarters and Headquarters Detachment, 420th Chemical Battalion

DUTY LOCATION: Yakima, WA

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Reviews, interprets, and reconciles SIDPERS generated reports and records. Indexes, verifies and performs quality control functions in IPERMS. Assists in the submission of MILPO orders requests and other RCAS related areas. Prepares and updates DD Form 93's and SGLV's. Processes NCOERs and awards while resolving errors. Reviews and processes enlisted 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. Type's letters, memorandums, and any other required documentation. Facilitates suspense's required by the Battalion and Brigade. Oversight of all strength management, strength distribution actions and unit pay roll submission. Completes cross training by becoming familiar with and occasionally performing duties of other full-time support positions assigned to the unit. Completes all other administrative duties as assigned.

MINIMUM QUALIFICATIONS:

Open to all enlisted Soldiers with a minimum rank of **SPC** (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.

The maximum rank of this position will not exceed **SGT**.

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THE FOLLOWING ARE SOME OF THE MANDATORY QUALIFICATIONS FOR ENTRY INTO THIS MOS PER DA PAM 611-21 AS OF JUL 2019:

- (1) A physical demands rating of Moderate (Gold).
- (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 a diagnostic Army Physical Fitness Test (APFT) upon selection, for entry into the AGR Program; those unable to take the APFT due to a profile must wait until they are 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. Applicants meeting any condition listed in Table 2-3, AR 135-18 will be determined ineligible to enter the AGR program.
5. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
6. 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.
7. 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).
- Individual selected will be stabilized in the position for the first 18 months, each transfer after the initial 18 months will be 12 month tours. An exception to the 18 month and 12 month rule requires prior approval from TAG.

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- 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. **Early submission** is highly suggested.

E-mail applications: HRO-AGR Applications Distro List
nq.wa.waarnq.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 documents and/or 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

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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 assist with packet assembly. Follow the checklist for guidance in packet preparation.

- NGB Form 34-1 <http://www.ngbpdcc.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 notification 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:

ETHNICITY:

RANK:

SSN:

DAYTIME PHONE:

EMAIL:

CURRENT STATUS (SELECT ONE):

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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 (Hyper-link: <http://www.ngbpdcc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf> must be complete with signature and date).
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. 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** of application. It is important that you print the report, not the web-page screen. (Log into AKO, My Medical Readiness Status, View Detailed Information, IMR Record).
4. Copies of all DD 214's (MEMBER -4) and NGB 22's showing all prior service.
5. Current NGB Form 23-B (Retirement Points History Statement) if a member of the National Guard.
6. Current DA Form 1506 (Statement of Service) if NGB Form 23-B is not available.
7. Official DA photograph, IAW AR 640-30, Paragraph 6. **E-5 and below** - a digital photo in OCP's or ASU's is acceptable (see AR listed for examples).
8. Last **3 years** of Record APFT's (DA Form 705). The last test must be within **6 months** of application if AGR or FTNGD-OS, or within **1 year** if M-day IAW AR 350-1, Appendix F, Para F-5.
9. Memorandum stating height and weight compliance addressed to the President of the Board and signed by applicant's unit Readiness NCO, First Sergeant, or Commander. Memorandum must be dated **within 30** days of application. Regardless of rank or position, applicants may NOT sign their own memorandum.
10. Copies of **last five** evaluations in entirety. **New E-5 and below** - a letter of recommendation is suggested in lieu of evaluations.
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). **RRB applicants exempt.**
12. Copy of Social Security Card.
13. **Attached forms** - DD 369 (blocks 1-9, and 11). HRR Form 600 (in entirety).
14. Memorandum of explanation for missing documentation (if applicable). Examples include; missing evaluations, Security Clearances older than 10 years, and incomplete data on Record Briefs.

RECRUITING AND TRAINING CADRE SUITABILITY QUESTIONNAIRE

The proponent for this form is ARNG-HRR.

Disclosure: This is required before hiring into a position that supports the accomplishment of the recruiting mission.

Section I: Soldier Information

1a. Soldier's Name (Last, First, Middle):	1b. Rank/Grade:
2. Unit of assignment:	
3. Position Applying for:	

Section II: Type I Offenses (Over the Soldier's Lifetime)

Have you received a civilian or military conviction, or a finding of guilty in a field grade Article 15, Uniform Code of Military Justice (UCMJ) proceedings for any of the offenses listed below:	YES	NO
1. Possessing, distributing, receiving, or viewing child pornography (Article 134 UCMJ).		
2. Forcible sodomy or bestiality (Article 125 UCMJ) (Article 120 or 134 after 1 January 2019).		
3. Any offense punishable under Article 120, 120a, 120b, and 120c UCMJ (Articles 120, 120b, 120c, and 130 after 1 January 2019); similar civilian offense (rape, sexual assault, aggravated sexual contact, abusive sexual contact, stalking, sexual abuse of a child); or any attempt to commit such acts (Article 88 UCMJ).		
4. Prohibited activities with a subject of recruiting efforts, future Soldier, or initial entry trainee that fall under DoD Instruction 1304.33, enclosure 3, paragraph 1a(1)(a-c). (Article 93a after 1 January 2019)		
5. Domestic violence or child abuse (as defined in DoDI 6495.03 or AR 608-18); violent crimes; similar civilian offenses; or attempts to commit such acts (Article 88 UCMJ).		
6. Previous separation from any Service for any Type I offense listed above.		
7. Any conviction that requires an individual to register as a sex offender.		

Note: For Type II and Type III Offenses, "adverse information" is any substantiated adverse finding or conclusion from an officially documented investigation or inquiry, or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgment on the part of the Soldier.

Section III: Type II Offenses (Over a Soldier's Military Career, Including Sister Services)

Note: Information in the Soldier's record suggestive of a Type I offense that does not result in a criminal conviction or a finding of guilty in a field grade Article 15 proceeding will be treated as a Type II offense and reviewed by the approval authority.

Is there adverse information listed against you for any of the offenses listed below:	YES	NO
1. Sexual harassment (Article 92, 93, or 117 UCMJ).		
2. Prostitution or pandering (Article 134 UCMJ).		
3. Sexual activity with a subordinate or fraternization of a sexual nature.		

4. Conduct in violation of the Army's policy regarding participation in extremist organizations or activities or criminal gangs (as defined in AR 600-20, paragraph 4-12).		
5. Any special or general courts-martial conviction or any civilian criminal felony conviction (other than a conviction for Type I offenses).		
6. Any criminal offenses involving a child or children (other than Type I offenses).		
7. Extramarital sexual conduct or inappropriate relationship in violation of AR 600-20, paragraphs 4-14 or 4-15 (other than sexual activity with a subordinate or		
8. Wrongful broadcast or distribution of intimate visual images (Article 117a UCMJ).		
9. Illegal drug use or possession or distribution, including abuse of prescription medication and synthetic drugs (Article 112a UCMJ).		
10. Initial enlistment waivers for derogatory information related to any Type I offense.		
11. Type I offenses for which the Soldier was not convicted in a court of law or received an Article 15 or higher UCMJ action.		
12. Alcohol abuse (as defined in AR 600-85).		
Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)		
Is there adverse information listed against you for any of the offenses listed below:	YES	NO
1. Relief for cause noncommissioned officer evaluation report or officer evaluation report while in current grade or in the past 5 years, whichever is longer.		
2. Previous separation from any Service for any Type III offense.		
3. Initial enlistment waivers for derogatory information (not related to an offense listed under Type II).		
4. Assault (other than categories listed under Type I).		
5. Larceny, fraud, or robbery (Articles 121, 122, and 132 UCMJ).		
6. Burglary (Article 129).		
7. Prohibited activities with a subject of recruiting efforts, future Soldier, or initial entry trainee that fall under DoDI 1304.33, enclosure 3, paragraph 1a(1)(d-n).		
Section V: Administrative Reports That Prevent Initial Appointment to These Positions		
1. Are you flagged, barred from reenlistment/extension, or coded with any administrative information indicating legal investigation is underway?		
2. Are you pending determination by a Medical Evaluation Board, Physical Evaluation Board, or Military Occupational Specialty Administrative Retention Review process?		
3. Do you have a current Periodic Health Assessment (PHA)?		
Section VI: Acknowledgement		
By signing below, I acknowledge I have answered the above sections truthfully and honestly.		
Name.	Signature.	Date.