



CORRECTED COPY

## WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office

Active Guard Reserve (AGR) Announcement

Job Announcement # **20-012**

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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:** 10 December 2019

**CLOSING DATE:** 3 January 2020

**VACANCY ANNOUNCEMENT:** NATIONWIDE

All applicants **MUST** be worldwide deployable.

**GRADE REQUIREMENT:** WO1: \$2,966.40 - \$5,125.80 through CW3: \$4,012.50 - \$6,511.80 depending on years of service, plus allowance for rations, uniforms, and housing.

**POSITION:** Training Officer (**154F**)

**UNIT:** B Co 1-168<sup>th</sup> GSAB

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

**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. Action other duties as assigned by the AGR Administrative Officer.

### **MINIMUM QUALIFICATIONS:**

Applicant must be qualified **WO1** through **CW3** (AGR & Traditional) in Career Management Field **154F**, and **eligible enlisted applicants**. Soldier will maintain personal readiness and deploy ability at all times. Applicant 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. Applicant must be, or be capable of achieving prior to unit deployment, RL1, Day/Night, NVG.

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**Enlisted applicants** must possess a current 154F predetermination approval letter from the proponent to include approved proponent and NGB waivers as required. Enlisted applicants must also have a passing Chapter 2 commissioning physical (with approved waivers as appropriate) approved within 12 months of the closing date of the announcement. Enlisted applicants must complete Warrant Officer Candidate School and 154F Warrant Officer Basic Course to become MOS qualified within one year from the date of hire.

### **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).
- 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.

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### 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](mailto: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 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//  
KRYSTIAN D. DERDA  
MAJ, IN, USA  
AGR Manager

DISTRIBUTION: A

## AGR Vacancy Announcement 20-012

### 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](mailto: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 (Officer)

\*\*\*INCOMPLETE APPLICATION MAY NOT BE ACCEPTED\*\*\*

LAST NAME:

ETHNICITY:

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 (Hyper-link: <http://www.ngbpdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf> must be complete with signature and date)
2. Biographical Summary, IAW NGR 600-100, Appendix H
3. Current copy of Record Brief (ORB/ERB as applicable)
4. 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)
5. Copies of all DD 214's (MEMBER -4) and NGB 22's showing all prior service
6. Current NGB Form 23-B (Retirement Points History Statement) if a member of the National Guard
7. Current DA Form 1506 (Statement of Service) if NGB Form 23-B is not available
8. Official DA photograph, IAW AR 640-30, Paragraph 6
9. Record APFT (DA Form 705) dated within **6 months** of application if AGR or FTNGD-OS, or within **1 year** if M-day in accordance with AR 350-1, Appendix F, Para F-5
10. 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.
11. Copies of **last five** evaluations in entirety
12. Current **Washington AGR** Soldiers applying need a memorandum from the full time chain of command endorsing your application (BN Admin Officer, and MSC Admin Officer)
13. Memorandum of explanation for missing documentation (if applicable). **Examples include** missing evaluations, Security Clearances older than 10 years, and incomplete data on Record Briefs
14. **Enlisted applicants** - Predetermination approval letter, and Chapter 2 physical dated within **1 year** of application