



# WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office  
Active Guard Reserve (AGR) Announcement  
Job Announcement # **20-018**

---

**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:** 17 December 2019

**CLOSING DATE:** 15 January 2020

**VACANCY ANNOUNCEMENT:** STATEWIDE

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:** Retention NCO (**MOS Immaterial**)

**UNIT:** Recruiting & Retention Battalion

**DUTY LOCATION:** Various Locations, WA

**SECURITY CLEARANCE:** Secret

---

## **BRIEF DESCRIPTION OF DUTIES:**

The State Retention NCO assists the Command (State and RRB) by providing continuous attrition management and retention focus within the WAARNG. The State Retention NCO will work with MSC Career Counselors on re-enlistment options and alternatives to discharge/separation. They will work in partnership with the G1 to plan and conduct regular attrition management and retention activities.

Duties will include the following:

- a. Become the Subject Matter Expert of the Retention Management System (RMS).
- b. Train MSC, Battalion and Company leadership on RMS.
- c. Support MSC Retention NCO Teams.
- d. Primary NCO for reporting Retention and Attrition statuses for WAARNG.
- e. Coordinates with G1 during State driven SRP events.
- f. Update & analyze State Retention Plan.
- g. Attend the PEC Retention NCO Course/RMS Course.

## AGR Vacancy Announcement 20-018

- h. Work with RRB Command Team in reported State Retention Status.
- i. Analyze the results of the Stay Guard Citizen-Soldier survey and assist State, MSC and RRB leadership in developing and implementing a plan to address the shortcomings (from family perspectives) and build upon the successes determined from the survey data.
- j. Communicate benefits of being an active ARNG member and family member via unit newsletter, unit web page, or email distribution to Soldiers, leaders, and family members.
- k. Update MSC, RRB and G1 on current incentives programs.
- l. Develop and implement a unit attrition/retention awards program to recognize those who extend or bring new recruits to the unit.
- m. Identify Soldiers scheduled to ETS within 12 months of mobilization and determine bonus eligibility.

### MINIMUM QUALIFICATIONS:

Open to all enlisted Soldiers with a minimum rank of **SPC** (AGR & Traditional). **SPC** applicants must be fully eligible to promote at the time of application.

All applicants must hold an Army MOS.

Applicants **SFC** and higher must take an administrative reduction to **SSG** for this position. The maximum rank of this position will not exceed **SSG**.

### 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.

## AGR Vacancy Announcement 20-018

### 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.
- 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](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 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:

**AGR Vacancy Announcement 20-018**

//S//  
KRYSTIAN D. DERDA  
MAJ, IN, USA  
AGR Manager

DISTRIBUTION: A

## AGR Vacancy Announcement 20-018

### 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 assist with packet assembly. Follow the checklist for guidance 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 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):

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. 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). Memorandum must waive **12 or 18** month stabilization through TAG if applicable. **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.



<b>POLICE RECORD CHECK</b>		<b>1. DATE OF REQUEST</b> (YYYYMMDD)		OMB No. 0704-0007 OMB approval expires Dec 31, 2017	
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0704-0007). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p><b>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</b></p>					
<b>SECTION I - (To be completed by Recruiting Service)</b>					
<b>2. NAME OF APPLICANT</b> (Last, First, Middle Name(s), Alias)		<b>3. SEX</b>		<b>4. PLACE OF BIRTH</b>	
		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		a. CITY b. COUNTY c. STATE	
<b>5. DATE OF BIRTH</b> (YYYYMMDD)	<b>6.a. ETHNIC CATEGORY</b>	<b>6.b. RACIAL CATEGORY</b> (X one or more)			<b>7. SOCIAL SECURITY NUMBER</b>
<input type="checkbox"/>	(1) HISPANIC OR LATINO	<input type="checkbox"/>	(1) AMERICAN INDIAN/ALASKA NATIVE	<input type="checkbox"/>	
<input type="checkbox"/>	(2) NOT HISPANIC OR LATINO	<input type="checkbox"/>	(2) ASIAN	<input type="checkbox"/>	(5) WHITE
		<input type="checkbox"/>	(3) BLACK OR AFRICAN AMERICAN		
<b>8. ADDRESS IN ADDRESSEE'S JURISDICTION</b> (See "MAIL TO" block)				<b>9. DATES RESIDED AT THIS ADDRESS</b>	
a. NUMBER AND STREET (Include apartment no.)		b. CITY		c. STATE	d. ZIP CODE
				a. FROM (YYYYMMDD)	b. TO (YYYYMMDD)
<b>10. PERSON MAKING THIS REQUEST</b>					
a. NAME (Last, First, Middle Name(s))		b. RANK	c. SIGNATURE		d. TITLE
<b>SECTION II - (To be completed by Applicant)</b>					
<b>PRIVACY ACT STATEMENT</b>					
<p><b>AUTHORITY:</b> 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; AR 601-270; OPNAVINST 1100.4C Ch-1; AFI 36-2003_IP; MCO 1100.75E; COMDTINST M 1100.2E; AR 601-210; and E.O. 9397, as amended (SSN).</p> <p><b>PRINCIPAL PURPOSE(S):</b> The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services.</p> <p><b>ROUTINE USE(S):</b> DoD "Blanket Routine Use" 2, Disclosure When Requesting Information Routine Use, specifically applies: A record from a system of records maintained by a DoD Component may be disclosed as a routine use to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. The DoD Blanket Routine Uses at <a href="https://dpcllo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx">https://dpcllo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx</a> apply.</p> <p><b>DISCLOSURE:</b> Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process.</p>					
<p>The data are for OFFICIAL USE ONLY and will be maintained and used in strict confidence in accordance with Federal law and regulations. Making a knowing and willful false statement on this DD Form 369 may be punishable by fine or imprisonment or both. All information provided by you, which possibly may reflect adversely on your past conduct and performance, may have an adverse impact on you in your military career in situations such as consideration for special assignment, security clearances, court martial and administrative proceedings, etc.</p>					
<b>11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.</b>				<b>SIGNATURE</b>	
<b>SECTION III - (To be completed by Police or Juvenile Agency)</b>					
<p>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</p>					
<b>12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, what was the offense or charge, date, disposition and sentence?)					
<b>13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND?</b> (If YES, give details.) <input type="checkbox"/> YES <input type="checkbox"/> NO					
<b>THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.</b>					
<b>14. DATE</b> (YYYYMMDD)		<b>15. TITLE</b>		<b>16. VERIFIED BY</b> (Signature)	
<b>LAW ENFORCEMENT AGENCY MAIL TO:</b>			<b>RECRUITING AGENCY MAIL FROM:</b>		
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		

## 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).		
<b>Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)</b>		
<b>Is there adverse information listed against you for any of the offenses listed below:</b>	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).		
<b>Section V: Administrative Reports That Prevent Initial Appointment to These Positions</b>		
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)?		
<b>Section VI: Acknowledgement</b>		
By signing below, I acknowledge I have answered the above sections truthfully and honestly.		
Name.	Signature.	Date.