



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
One Time Occasional Tour (OTOT) Announcement
Job Announcement # **20-025**

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: 21 January 2020

CLOSING DATE: 26 February 2020

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants MUST be worldwide deployable.

GRADE REQUIREMENT: 1LT: \$3421.80- \$5241.30 to MAJ: \$5770.80 - \$8324.10 depending on years of service, plus allowances for rations, uniforms, and housing.

DURATION: 3 years - One Time Occasional Tour (OTOT).

POSITION: Administrative Officer / Deputy State Surgeon (Branch Immaterial)

UNIT: WAARNG Medical Detachment (MEDCOM)

DUTY LOCATION: Camp Murray, WA 98430

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Plans, organizes, manages, and performs duties necessary to accomplish medical administration functions in support of programs essential to Washington Army National Guard (WAARNG) daily operations, training, and readiness missions. Oversees and manages the WAARNG medical readiness program which includes planning, coordinating, and providing direction to all medical resources. Direct responsibilities include, but are not limited to, command health programs, medical/dental readiness for mobilization, deployment, and operations, medical education, sustainment, proficiency training, credentialing of health care professionals, fiscal management, policy development and implementation, and medical support for accomplishment of various missions, including the support of country, state, and federal agencies involved in various natural disasters and civil emergencies. Plans, coordinates, and institutes medical policies to implement federal law and higher-level directives to provide optimum support to subordinate organizations. Identifies medical readiness trends; develops and issues guidance when warranted. Develops new procedures to solve unprecedented issues. Represents the State Surgeon as the principle full-time medical advisor to the Adjutant General, the Chief of Staff, and other directorate level staff elements. Acts as a liaison with all NGB, State, and Federal organizations concerning matters relevant to medical readiness. Administers all resources budgeted to the state for medical programs. Oversees the preparation of a proposed annual budget for the state medical readiness program to include funding from DA, NGB, and state sources. Ensures that state medical training and medical logistical readiness of all units are in accordance with the priority of the units concerned. Develops and monitors a medical proficiency training program along with current and

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long range plans that provide adequate facilities, personnel, and equipment for support of the medical readiness program. Additionally, the Administrative Officer of MEDCOM is responsible for carrying out the Commander's plans and programs for the accomplishment of command objectives. Formulates, oversees, and evaluates the command's overall training programs. Develops short and long term training plans and calendars. Issues instructions for implementation to subordinate units. Establishes and conducts training evaluation program for subordinate units. Responsible for all S-4 and S-1 duties for the unit.

MINIMUM QUALIFICATIONS:

Open to all commissioned officers in the rank of **1LT** through **MAJ** (AGR & Traditional). A Security Clearance of SECRET is required

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

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 have a passing Army Physical Fitness Test (APFT) upon selection.
3. Must be able to complete the tour of 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.
5. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
6. Individual selected must have at a minimum Secret Clearance. All Soldiers 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. Per the ARNG Title 10 National Guard Active Guard Reserve Life Cycle Management Strategy and Plan, Annex A, Tab 4 – a soldier must not be able to reach 18 years of active service as a result of the OTOT order unless a waiver has been approved IAW policy or regulation. In addition, soldiers will not compete for promotion or schools within the Title 10 program.
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).

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- 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
ng.wa.waarnng.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//
KRYSTIAN D. DERDA
MAJ, IN, 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 assist with packet assembly. Follow the checklist for guidance in packet preparation.

- NGB Form 34-1 <http://www.ngbpd.c.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 (Officer)

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.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