WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **22-020**

OPEN TO CURRENT MEMBERS OF THE WASHINGTON ARMY NATIONAL GUARD

OPENING DATE: 30 November 2021 **CLOSING DATE:** 15 December 2021

VACANCY ANNOUNCEMENT: STATEWIDE

All applicants MUST be worldwide deployable.

GRADE REQUIREMENT: WO1: $ 4203.00 - $ 5355.60 to WO3: $ 5637.30 - $6915.00 depending on years of service, plus allowance for rations and housing.

POSITION: Human Resources Technician **(420A)**

UNIT: Headquarters, 96th Aviation Troop Command

DUTY LOCATION: Joint Base Lewis McChord, WA

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Serves as the 96th Aviation Troop Command Human Resources (HR) technical expert on regulatory matters, HR systems, HR Services, and other HR issues. Responsible for the proper execution of HR systems at the MSC level and ensuring HR databases are properly maintained, updated, and accurate. Acts as the critical technical facilitator for HR training executed within the MSC. Supervises Personnel Information Management, HR services, LOD process and casualty operations. Reviews and ensures regulatory guidance is applied and enforced. Provides HR technical and HR systems oversight. Supervises Personnel Accounting and Strength Reporting (PASR) management in the MSC. Supervises timely execution of personnel data error reconciliation. Reviews personnel actions prepared by the S1s and Company Readiness NCOs. Supervises and instructs HR technical training and HR systems training. Supervises the 96th AV TC personnel administration center. Attends unit training events and meetings. Coordinates with other HR Technicians within the 96th AV TC and the State G1.

MINIMUM QUALIFICATIONS:

Open to all applicants in the grades of **WO1** through **CW3** (AGR & Traditional) in Career Management Field 420, and **eligible enlisted applicants**.

Eligible enlisted applicants possess a current 420A predetermination approval letter from the proponent to include approved proponent and NGB waivers as required or have completed Warrant Officer Candidate School within the last 5 years. Enlisted applicants must complete Warrant Officer Candidate School and 420A Warrant Officer Basic Course to become qualified within one year from the date of hire.

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THE FOLLOWING ARE SOME OF THE MANDATORY QUALIFICATIONS PER DA PAM 611-21 AS OF MAY 2019:

(1) A physical demands rating of Moderate (Gold).
(2) A physical profile of 323222.
(3) Table 8-420A-1. Physical requirements.
(4) Qualification scores.
(a) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demand Category in "Moderate" (Gold)

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. Applicants must have an Army Physical Fitness Test (APFT) in **FY20** or current Army Combat Fitness Test (ACFT) and meet the Army body composition standards per AR 600-9 for entry into the AGR Program.
3. Must be able to complete a 3-year initial tour of active duty before one of the following, 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 and DA PAM 611-21.
6. At minimum, must have 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.
- 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:

Complete 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 to: HRO-AGR Applications Distro List
ng.wa.waarng.list.agr-applications@mail.mil

Note: **Label packets with the following naming convention: 22-0XX - Last Name, First Name (Example: 22-020 - Smith, Steve)**. 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.

If you do not receive a confirmation of receipt within **2** business days of submission, please contact the HRO-AGR office Tuesday – Friday at (253) 512-8396. If no answer, please leave a detailed voicemail.

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/agr-jobs-and-positions

You can reach the HRO-AGR office at (253) 512-8396.

FOR THE ADJUTANT GENERAL:

//S//
JOHN R. KING
LTC, IN, 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 one **complete single PDF** application packet via email to HRO-AGR Services (ng.wa.waarng.list.agr-applications@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/ Training 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 https://www.ngbpmc.ng.mil/ngr/ (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. **Vacancy 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:

SSN: **RANK:**

DAYTIME PHONE: **EMAIL:**

CURRENT STATUS (SELECT ONE): SELECT ONE

VACANCY ANNOUNCEMENT #

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS

(Application must be submitted as **one single .pdf**. Applications not containing all documentation IAW guidance below will not be considered)

1. ☐ NGB Form 34-1 dated Nov 2013 (Hyper-link: https://www.ngbpmc.ng.mil/ngbforms/ must be complete with signature and date)
2. ☐ Biographical Summary, IAW NGR 600-100, Appendix I
3. ☐ Current copy of Selection Board 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, Forms, 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. ☐ For Record ACFT/APFT (DA Form 705). At minimum, the current APFT submitted must be within the Fiscal Year 2020.
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
11. ☐ Current **Washington AGR** Soldiers applying need a memorandum from the full time chain of command endorsing your application (Unit Commander, BN Commander, and MSC Commander)
12. ☐ Memorandum of explanation for missing documentation (if applicable). **Examples include** missing evaluations, missing ACFT/APFT, Security Clearances older than 10 years, incomplete data on Record Briefs, etc.
13. ☐ **Enlisted applicants** - Predetermination approval letter within **5 years** of application