# WASHINGTON ARMY NATIONAL GUARD



J1-Human Resources Office Active Guard Reserve (AGR) Announcement Job Announcement # **22-097** 

#### 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:** 05 August 2022

**CLOSING DATE:** 05 September 2022

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants <u>MUST</u> be worldwide deployable.

**MINIMUM GRADE REQUIREMENT:** SGT: \$2978.10 – \$3606.00 to SSG: \$3,318.90 - \$3,882.90 depending on years of service, plus allowances for rations, uniforms, and housing

POSITION: Human Resources NCO (42A)

UNIT: 10<sup>th</sup> Civil Support Team (CST), Weapons of Mass Destruction (WMD)

DUTY LOCATION: Camp Murray, WA

SECURITY CLEARANCE: Secret

#### **BRIEF DESCRIPTION OF DUTIES:**

Manages the Civil Support Team Weapons of Mass Destruction (CST-WMD) personnel and administrative programs, including sponsorship, retention, postal, strength accountability, publications, promotions, emergency data and SGLI, personnel action requests, Inter-State transfers, family care plans, leave/pass, physical fitness, awards and decorations, adverse actions, evaluations, finance, UMR and TDA compatibility, and unit filing system. Maintains and updates the administrative section of the Garrison SOG. Responsible for using/updating personnel systems such as the Interactive Personnel Electronic Records Manage System (iPERMS), the Reserve Component Automation System (RCAS), G1 Portal, Joint Personnel Adjudication System (JPAS), Integrated Personnel and Pay System (IPPS-A), FMSWeb, Full Time Support Management Control System (FTSMCS), Army Records Information Manage System (ARIMS), Defense Travel System (DTS), and Digital Training Management System (DTMS). The CST-WMD is jointly staffed with Army and Air National Guard personnel. Therefore, knowledge of both Army and Air Force regulations is vital to successful management of the unit's personnel program. In addition, become familiar with Standardization, Evaluation, and Assistance Team (SEAT) purpose and process with special emphasis on the three parts of the Personnel Checklist: Unit Readiness, Evaluations and Counseling, and Commanders Programs. Tactical duties as a decontamination NCO include, but are not limited to, works long hours in an outdoor environment in and out of protective chemical clothing, responds to suspected terrorist incidents involving Weapons of Mass Destruction (Chemical, Biological, Radiological, Nuclear, and Explosive substances); performs decontamination on unit members and equipment, and work for and alongside local, State, and Federal agencies.

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#### SPECIAL NOTE:

The WMD CST's mission is to deploy to assess a suspected nuclear, biological, chemical, or radiological event, storage site, or covert clandestine production sites as prescribed by The Adjutant General and Chief, National Guard Bureau for the Weapons of Mass Destruction Civil Support Team. The WMD CST will advise civilian Incident Commanders (IC's) regarding appropriate actions such as levels of Personnel Protective Equipment (PPE), zoning, and hazards; facilitate requests for assistance to expedite arrival of additional state and federal assets to help save lives, prevent human suffering, and mitigate great property damage. The WMD CST is a mix of Air National Guard and Army National Guard Personnel. Applicants should possess a high degree of fitness and physical stamina in order to perform extended operations in heavy protective gear. Acceptance of assignment incurs a minimum of 3 year commitment upon completion of Civil Support Skills Course (CSSC) for newly assigned members, 3 year commitment for currently qualified members accepting new assignment within CST.

#### MINIMUM QUALIFICATIONS:

Open to all Soldiers enlisted in grade of rank **SGT** to **SSG** (AGR & Traditional). Applicants MUST be qualified in MOS **42A** or be eligible to become qualified within 12 months in accordance with AR 135-18. Will be required to complete the Civil Support Skills Course (CSSC), if not already completed. Applicants will be required to qualify with the 9mm side arm. Must have a valid SECRET clearance and reside within 60 minutes of Camp Murray or PCS to a location that meets this requirement.

Promotion will not exceed maximum grade authorized of SSG.

#### **DESIRED QUALIFICATIONS:**

- Graduate of Civil Support Skills Course
- Human Resources experience

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

(1) A physical demands rating of Moderate (Gold).

(2) A physical profile of 222222 subject to 10th CST Medical provider's determination based on individual capability.

(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.

(e) 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:

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1. Applicants must be fully vaccinated against COVID-19 and provide proof of vaccination.

2. 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.

3. 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 upon selection, for entry into the AGR Program.

4. 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 per NGR 600-5, Table 5-1.

(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.

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, 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:**

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@army.mil

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Note: Label packets with the following naming convention: 22-097 - Last Name, First Name (Example: 22-097 - Smith, Alex). If you do not receive a confirmation of receipt within 2 business days after closing date, please contact the HRO-AGR office at (253) 512-8396.

#### **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, current data will not be considered and will be determined <u>UNQUALIFIED</u>. 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, AV, 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 one **<u>complete single PDF</u>** application packet via email to HRO-AGR Services (<u>ng.wa.waarng.list.agr-applications@army.mil</u>) 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 (Enlisted)

#### **INCOMPLETE APPLICATION WILL NOT BE ACCEPTED**

#### LAST NAME:

SSN:

RANK:

DAYTIME PHONE: EMAIL:

**CURRENT STATUS (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. ERB (Selection Board) 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.
- 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. Last **3 years** of Record ACFTs/APFTs (DA Form 705). At minimum, the most current APFT must be within the Fiscal Year 2020.
- 8. 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 <u>NOT</u> sign their own memorandum.
- 9. Copies of **last five** evaluations in entirety. **New E-5 and below** a letter of recommendation is suggested in lieu of evaluations.
- 10. Current **Washington AGR** Soldiers applying need a memorandum from the chain of command endorsing your application (Unit Commander, BN Commander, and MSC Commander). Memorandum must waive **12** or **18** month stabilization through TAG if applicable. **Applicants for RRB vacancies exempt.**
- 11. Copy of Social Security card.
- 12. **Attached forms -** DD 369 (blocks 1-9, and 11). HRR Form 600 (in entirety).
- 13. Memorandum of explanation for missing documentation (if applicable). Examples include; missing evaluations, Security Clearances older than 10 years, missing 705s and incomplete data on Record Briefs.
- 14. INITIAL BOX If selected for position, I acknowledge I will need to provide proof of vaccination against COVID-19.

Prescribed By: DoDI 1304.02

POLICE RECORD CHECK					1. DATE OF REQUEST (YYYYMMDD)				OMB No. 0704-0007 OMB approval expires March 31, 2022	
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, at whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. 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.										
SECTION I - (To be completed by Recruiting Service)										
2. NAME OF APPLICAN	T (Last, First, Middle	3. SEX	4. PLAC	E OF BIRTH	1					
Name(s), Alias)			A. CITY	,	B. COUNTY		TY	C. STATE		I
		FEMALE								
5. DATE OF BIRTH		6. B. RACE	(Select or	ct one or more) 7. SO				7. 500	CIAL SECU	IRITY
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10. PERSON MAKING T	HIS REQUEST									
A. NAME (Last, First, Mid	ddle Name(s))	B. RANK	ĸ	C. SIGNAT	URE		D. TITLE	<u> </u>		
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SECTION II - (To be com	inleted by Applicant)						I			
		F		CT STATEMEN	Т					
AUTUODITY 1011SC Section	ons 136, 504, 505, 12102; 14 U.S.C.	Continue 351 and	622 DoDI 1	1304 2· DoDI 130	04.06: and E.O.	0207 (SSN) a	an amondod			
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PRINCIPAL PURPOSE(S): In enforcement agencies. Complete	ne information collected on this form is eted forms are used to conduct back	is used to screen a	and identity a	applicants to the	Armed Forces	who may have	discreditable invo	lvement with	the police or	other law
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ROUTINE USE(S): The routine	e uses are found in the associated sy	ustem of records no	otices listed !	helow:						
DoDM 1145.02, Military Entran	toe Processing Station (MEPS); http: Recruiting Prospect System; http://dp uiting Information Support System (Al uiting Information Support System (N	s://www.esd.whs.m	nil/Portals/54	4/Documents/DI	D/issuances/do	dm/114502m.p	df?ver=2018-07-2	3-121425-91	17	
F036 AETC R, Air Force Recru	uiting Information Support System (A	FRISS) Records; h	nttp://dpcld.d	Jefense.gov/Priv	/de-SORIN-ALLO /acv/SORNsInd	le-view/Article/ lex/DOD-wide-S	SORN-Article-View	V/Article/569	780/f036-aetc-	-r/
M01133-3, Marine Corps Recru	uiting Information Support System (N Selection System; http://dpcld.defens	ACRISS); http://dpc	cld.defense.c	gov/Privacy/SOF	RNsIndex/DOD	-wide-SORN-A	rticle-View/Article/	/570628/m01	1133-3/	
DHS/USCG-027, Recruiting Fil	les System of Records; http://www.g	po.gov/fdsys/pkg/F	-R-2011-08-	10/html/2011-20	J225.htm	(TICIE/370310/1	01133-2/			
DISCLOSURE: Voluntary. Hov	wever, failure of the applicant to comp	nlete Section II ma	av result in re	efusal of enlistme	ent in the Arme	d Forces of the	United States. Ar	n applicant's	SSN is	
used to conduct the police reco	ords check and keep all records toge	ther during the enli	istment proc	ess.						
11 LHERERY CONSEN	T TO RELEASE YOUR FILES			SIGNATUR	RE					
INFORMATION REQUES										
	npleted by Police or Juvenile A									
	oove, who claims to have resid								United	
	om your files the information re									
12. DOES THE APPLIC	ANT HAVE A POLICE OR JU	VENILE RECC	DRD, TO II	NCLUDE MI	NOR TRAFF	IC VIOLATI	ONS?	YES	N	10
(if YES, what was the o	ffense or charge, date, dispos	sition and sente	nce?)							
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13. IS APPLICANT NOW	V UNDERGOING COURT AC	TION OF ANY	KIND?					YES	N	10
(if YES, give details.)										
	IAT THE ABOVE DATA, AS (								E IN THIS C	OFFICE.
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14. DATE (YYYYMMDD)	) 15. TITLE			16. VERIF	IED BY (Sig	nature)				
LAW ENFORCEMENT	AGENCY				ING AGENO	Y				
MAIL TO:				MAIL	L FROM:					

RECRUITING AND TRAINING CADRE SUITABILITY QUESTIONNAIRE The proponent for this form is ARNG-HRR.						
<b>Disclosure</b> : 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:	<u> </u>					
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.						
<b>Note:</b> 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)						
<b>Note:</b> 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 pol organizations or activities or criminal ga					
5. Any special or general courts-martial (other than a conviction for Type I offens					
6. Any criminal offenses involving a child					
7. Extramarital sexual conduct or inappr paragraphs 4-14 or 4-15 (other than sex					
8. Wrongful broadcast or distribution of					
9. Illegal drug use or possession or dist medication and synthetic drugs (Article					
10. Initial enlistment waivers for derogat					
11. Type I offenses for which the Soldier an Article 15 or higher UCMJ action.					
12. Alcohol abuse (as defined in AR 60	0-85).				
(Within t	Section IV: Type III Offenses the Last 5 Years Unless Otherwise Stated)				
•	·	YES			
	ainst you for any of the offenses listed below: fficer evaluation report or officer evaluation report	TES	NO		
while in current grade or in the past 5 ye					
2. Previous separation from any Service					
3. Initial enlistment waivers for derogate 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 trainee that fall under DoDI 1304.33, en	recruiting efforts, future Soldier, or initial entry closure 3, paragraph 1a(1)(d-n).				
Section V: Administrative F	Reports That Prevent Initial Appointment to 7	These Pc	sitions		
1. Are you flagged, barred from reenlistr information indicating legal investigation	nent/extension, or coded with any administrative 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.	Dat	te.		
HRR Form 600 DEC 2018 (Back)	PREVIOUS EDITIONS ARE OBSOLETE		Page 2 of 2		