



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **23-015**

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: 06 January 2023

CLOSING DATE: 20 January 2023

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants **MUST** be worldwide deployable.

GRADE REQUIREMENT: 1LT: \$ 3901.20 - \$5398.50 through CPT: \$6,022.70 - \$7169.23-003 depending on years of service, plus allowance for rations, and housing.

POSITION: Resource Manager **(36A)** Branch Immaterial

UNIT: Recruiting & Retention Battalion

DUTY LOCATION: Camp Murray, WA

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

The purpose of this position is to perform as the Resource Manager for RRB. Advise the RRB Commander on all RRB budget activities, including recruiting and retention expenses, AGR travel, FTNG-OS, production objectives, special projects, actions and other considerations that may affect the utilization of resources. Formulate, advice, and submit budget requirements for the RRB to USPFO and NGB. Manage, track and maintain fiscal ledgers and execution of funds across multiple fiscal systems. Examples include, but are not limited to: Army Fund Control Order System (AFCOS), Government Fund Enterprise Business System (GFEBS), Resource Manager Online (RM ONLINE), Defense Travel System (DTS), Full Time Support Management Control System (FTSMCS), Government Services Administration (GSA), Wide Area Work Flow, and Strength Maintenance Management System (SMMS) . Maintain close liaison and coordination with the State Comptroller, the State Budget Officer and Chief, and National Guard Bureau Guard Strength Section Program Managers (NGB-GSS). Complete Fiscal Manager Certification Level 2 within 24 months of assuming duties. Performs all other duties as assigned.

MINIMUM QUALIFICATIONS:

Open to all qualified applicants in the rank of **1LT**. The selected applicant must attend the RRC Leadership Course at PEC within one year of accepting the position per NGB-ASM guidance. The applicant must also complete Fiscal Law, Introduction to Resource Management, USPFO Program Manager Course, and General Fund Enterprise Business System (GFEBS) Online Program

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Manager Training, ODTA DTS training, and Contracting Officer Representative training. Prior qualification in these courses is preferred.

Promotion will not exceed maximum grade authorized of CPT.

CONDITIONS OF EMPLOYMENT:

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 a current Army Physical Fitness Test (APFT) 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.
 - (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 a Top Secret (TS/SCI) 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.

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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.waarng.list.agr-applications@mail.mil

Note: **Label packets with the following naming convention: VA #-Last Name, First Name (Example: 20-013- Jones, Joe)**. 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/agr-jobs-and-positions>

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

FOR THE ADJUTANT GENERAL:

//S//
JOHNATHAN E. WALKER
MAJ, AR, WAARNG
AGR Manager

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-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/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/ngf/> (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 WILL NOT BE ACCEPTED

LAST NAME:

SSN:

RANK:

DAYTIME PHONE:

EMAIL:

CURRENT STATUS (SELECT ONE): SELECT ONE

VACANY 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 MEDPROS, Forms, IMR Record, download)
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). Active Duty and AGR Soldiers need to have a passing ACFT within 6 months of application. M-DAY Soldiers need to submit a passing APFT within FY 2020. Effective 01 April 2023 ALL Soldiers applying for AGR positions will require a passing ACFT within 6 months of application (IAW PPOM 22-023).
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. DA FORM 5500/5501 in lieu of memorandum will not be accepted. 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, Security Clearances older than 10 years, PHA not within 12 months, incomplete data on Record Briefs, etc.
13. ☐ **Enlisted applicants** - Predetermination approval letter within **5 years** of application
14. ☐ Electronic Immunization Record, Vaccine Administration Record (DD FORM 2766C) from MEDPROS showing complete COVID-19 Vaccine series. It is important that you print the DD FORM 2766C, not the web-page screen. (Log into MEDPROS, Forms, Electronic Immunization Record, download)