



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **24-045**

OPENING DATE: 14 March 2024

CLOSING DATE: 13 April 2024

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants **MUST** be worldwide deployable.

GRADE REQUIREMENT: Position is open to grades E4-E5

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

POSITION: Human Resources NCO (42A)

UNIT: HHB, 2-146th FA BN

DUTY LOCATION: Tumwater, WA 98512

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES:

Reviews, interprets, and reconciles personnel reports and records for Commander. Indexes, verifies, and performs quality control functions in iPERMS. Processes evaluations and awards while resolving errors. Reviews and processes enlisted promotions and junior enlisted advancements. Prepares, inspects, and submits extensions within RMS and supporting documents. Assists in processing of separation packets. Prepares, reviews, and submits documents related to the suspension of favorable actions. Reviews and actions transactions in the Integrated Personnel and Pay System – Army (IPPS-A). Advises the Staff and other key personnel on current regulations, policies, and procedures pertaining to personnel functions. Ensures the Battalion remains current on all annual personnel readiness requirements and assists in planning and preparing for Soldier Readiness Processing (SRP) events. Generates letters, memorandums, and any other required admin documentation. Facilitates and tracks suspense's required by the Battalion and Brigade. Completes all other administrative duties as assigned.

MINIMUM QUALIFICATIONS

- Open to all enlisted Soldiers with a minimum rank of **SPC**. Applicants **MUST** be qualified in MOS **42A** or be eligible to become qualified within 12 months. This means that the ASVAB line scores required for the MOS must be possessed by the applicant.

MANDATORY QUALIFICATIONS

- Applicants must satisfy requirements outlined in DA PAM 611-21.
- (1) A physical demands rating of Moderate (Gold).
- (2) A physical profile of 323222

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QUALIFYING SCORES

- A minimum score of 90 in aptitude area CL

MINIMUM REQUIREMENTS

- All applicants must have the potential to become MOSQ within 12 months of hire date to apply. This means that the ASVAB line scores required for the MOS must be possessed by the applicant.
- E6 and above non-duty MOSQ applicants must include a memorandum stating acceptance of an administrative reduction with their packet. AR 135-18, Table 2-1, Rule E (2a) states that “Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position.” This means that if any non-duty MOSQ E6 or above is selected for this position, they will have to take an administrative reduction to E5 to meet the regulatory guidance.
- Over-grade applicants must include a memorandum stating acceptance of an administrative reduction with their packet.
- 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.

CONDITIONS FOR EMPLOYMENT

- IAW AR 135-18, NGR 600-5, applicants must meet the following requirements prior to applications being forwarded for board consideration: Applications from Soldiers who do not qualify under AR 135-18, Table 2–1, or who have a non-waivable disqualification. Under Table 2–3, or who fail to meet any additional requirements prescribed by Chief, National Guard Bureau, will be disapproved and returned to the applicant.
- Soldiers who qualify under Table 2–1 but have a waivable disqualification under Table 2–2, will attach a request for the appropriate waiver to their applications.
- Applicant must provide memorandum from security manager with status of security clearance. IAW AR 135-18, Table 2-1 (H), Applicants must possess a valid security clearance required for the grade, MOS/AOC.
- **(For Current AGR Members Only) AGR/HRO must receive a signed memorandum with Company through Brigade level command concurrence with the submission of your AGR packet. AGRs on initial tour orders that have served less than 18 months in current position are not eligible to apply.**
- Individual selected will be stabilized in the position for 18 months.
- Applicants must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- 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.
- All applicants will sign a NGB Form 34-2 (Certificate of Agreement and Understanding) during their accession process into the ARNG Title 32 AGR FTNGD Program.
- Applicants must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status.
- All Soldiers M-day and AGR applying for AGR positions will require a passing ACFT within 6 months of application.

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- Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down and SMOM 15-017, Screening of Title 32 Positions of Significant Trust and Authority (POSTA).
- Must have no record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

MEDICAL

- Must meet the Army medical retention standards in accordance with AR 40-501, Chap 2, 3, 4, or 5 as applicable.
- Must meet the Army body composition standards IAW AR 600-9 for entry into the AGR program.
- PHA must be within 12 months of the Vacancy Announcements Closing date.
- IAW AR 135-18, Table 2-1 Rule B (1). Prior to entry on active duty or FTNGD in the AGR Program, must be medically certified as drug free.
- Must meet standards in AR 600-110 in reference to human immunodeficiency virus.
- IAW AR 135-18, Table 2-1 Rule B (3) and NGB-ARH-08-025. When appropriate, the Soldier must also meet the medical fitness standards for flying duty per AR 40-501.

ADDITIONAL REQUIREMENTS

- Applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit.
- Ability to maintain a Government Travel Card (GTC).
- Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).

POSITION FILL

- Applications received are reviewed for eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the NGB 34-1 and all supporting documents are accurate and complete. Application packets missing documents and/or vital, current data will not be considered and will be determined UNQUALIFIED.

EQUAL OPPORTUNITY

- The Washington National Guard does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from the applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.

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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
LTC, AR (FA46) WAARNG
AGR Manager

DISTRUBUTION: A

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APPLICATION PROCEDURE:

- Complete and attach the vacancy announcement checklist included with the announcement and submit with your application.
- **All applications must be received at HRO-AGR, NLT 1600 hrs. PST on the closing date.**
- Label packets with the following naming convention: 24-XXX Last Name, First Name (Example: 23-006 - Smith, Alex).
- **All applicants must submit one complete single pdf. Portfolio pdfs and pdfs with attachments will not be accepted. It is recommended to print to pdf the application to retain digital signatures.**
- Packets submitted with multiple attachments will be returned.
- Additional supporting documents (letters of recommendation, certificates, diplomas, etc.) will be placed at the end of the packet.
- The documents listed on the checklist may be located on iPERMS, 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/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. 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.
- The applicant is responsible for ensuring the application is complete and all required documents are correct, current, and included. Incomplete packets will not be accepted.
- ***E-mail applications to:* HRO-AGR Applications Distro List**
ng.wa.waarng.list.agr-applications@army.mil

If you do not receive a confirmation of receipt 2 business days after closing date, please contact the HRO-AGR office at (253) 512-8396 or email the HRO-AGR applications distro.

TITLE 32 AGR APPLICATION CHECKLIST (Enlisted)

Applications not containing all documentation IAW guidance below will not be considered

Name (Last, First):__

Rank:__

DOD ID:__

Current Status:__

Phone Number:__

Email:__

Vacancy Announcement #:__

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS

PII (ie:SS#) must be redacted, Application must be submitted as one single .PDF,

1. __ NGB Form 34-1 dated Nov 2013 must be complete with signature and date. Copy paste link into browser: <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>
2. __ ERB (Selection Board) containing ASVAB scores (Certified Copy) IAW NGR 600-5. If your ASVAB scores are not reflected on the ERB, 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 MEDPROS, Forms, IMR Record, download)
4. __ Copies of all DD 214's (MEMBER -4) and NGB 22's showing all prior service. (**Redact PII**)
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. __ ALL Soldiers applying for AGR positions will require a passing DA Form 705 ACFT within 6 months of application (IAW PPOM 22-023). Profile must be included if applicable.
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 NOT sign their own memorandum. DA Form 705, DA FORM 5500/5501 in lieu of memorandum will not be accepted.
9. __ Copies of last three evaluations in entirety. New E-5 and below, a letter of recommendation is suggested in lieu of evaluations.
10. __ Current Washington AGR Soldiers must submit a Company through MSC level command concurrence memo endorsing your application. AGRs that have served less than 18 months in current position are not eligible to apply.
11. __ HRR Form 600 (in entirety).
12. __ Memorandum of explanation for missing documentation (if applicable). Examples include missing evaluations, PHA not within 12 months, incomplete data on ERB.
13. __ Memorandum for Record for accepting voluntary administrative reduction. (Mandatory for Over grade Applicants).
14. __ Memorandum for Record for accepting voluntary administrative reduction. (Mandatory for NDMOSQ E6 and above applicants)
15. S Memorandum from security manager or S2 stating status of security clearance.
16. __ Applicants applying for RRB positions must complete DD 369 (blocks 1-9, and 11)

THIS CHECKLIST MUST BE INCLUDED IN PACKET

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

1. Soldier's Name (Last, First, Middle):	2. Rank/Grade:
3. Unit of assignment:	
4. 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
5. Possessing, distributing, receiving, or viewing child pornography (Article 134 UCMJ).		
6. Forcible sodomy or bestiality (Article 125 UCMJ) (Article 120 or 134 after 1 January 2019).		
7. 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.		
8. 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)		
9. 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).		
10. Previous separation from any Service for any Type I offense listed above.		
11. 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
12. Sexual harassment (Article 92, 93, or 117 UCMJ).		
13. Prostitution or pandering (Article 134 UCMJ).		
14. Sexual activity with a subordinate or fraternization of a sexual nature.		

15. 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).		
16. Any special or general courts-martial conviction or any civilian criminal felony conviction (other than a conviction for Type I offenses).		
17. Any criminal offenses involving a child or children (other than Type I offenses).		
18. 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 fraternization of a sexual nature)		
19. Wrongful broadcast or distribution of intimate visual images (Article 117a UCMJ).		
20. Illegal drug use or possession or distribution, including abuse of prescription medication and synthetic drugs (Article 112a UCMJ).		
21. Initial enlistment waivers for derogatory information related to any Type I offense.		
22. Type I offenses for which the Soldier was not convicted in a court of law or received an Article 15 or higher UCMJ action.		
23. Alcohol abuse (as defined in AR 600-85, Any irresponsible use of an alcoholic beverage which leads to misconduct, unacceptable social behavior, or impairment of an individual's performance of duty, physical or behavioral health, financial responsibility, or personal relationships).		
Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)		
Is there adverse information listed against you for any of the offenses listed below:	YES	NO
24. Relief for cause noncommissioned officer evaluation report or officer evaluation report while in current grade or in the past 5 years, whichever is longer.		
25. Previous separation from any Service for any Type III offense.		
26. Initial enlistment waivers for derogatory information (not related to an offense listed under Type II).		
27. Assault (other than categories listed under Type I).		
28. Larceny, fraud, or robbery (Articles 121, 122, and 132 UCMJ).		
29. Burglary (Article 129).		
30. 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).		
Section V: Administrative Reports That Prevent Initial Appointment to These Positions		
31. Are you flagged, barred from reenlistment/extension, or coded with any administrative information indicating legal investigation is underway?		
32. Are you pending determination by a Medical Evaluation Board, Physical Evaluation Board, or Military Occupational Specialty Administrative Retention Review process?		
33. Do you have a current revoked, denied, or suspended security clearance, or failed to attain or maintain a favorable NACLC, tier 3 investigation or higher?		
Section VI: Acknowledgement		
By signing below, I acknowledge I have answered the above sections truthfully and honestly.		
Name.	Signature.	Date.

POLICE RECORD CHECK			1. DATE OF REQUEST (YYYYMMDD)		OMB No. 0704-0007 OMB approval expires 20250531		
<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, 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.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</p>							
SECTION I - (To be completed by Recruiting Service)							
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)			3. SEX		4. PLACE OF BIRTH		
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		A. CITY B. COUNTY C. STATE		
5. DATE OF BIRTH (YYYYMMDD)		6. A. ETHNICITY		6. B. RACE (Select one or more)		7. SOCIAL SECURITY NUMBER	
		<input type="checkbox"/> (1) HISPANIC OR LATINO <input type="checkbox"/> (2) NOT HISPANIC OR LATINO		<input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN		<input type="checkbox"/> (4) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> (5) WHITE	
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)						9. DATES RESIDED AT THIS ADDRESS	
A. NUMBER AND STREET (include apartment no.)			B. CITY		C. STATE		D. ZIP CODE
10. PERSON MAKING THIS REQUEST							
A. NAME (Last, First, Middle Name(s))			B. RANK		C. SIGNATURE		D. TITLE
SECTION II - (To be completed by Applicant)							
PRIVACY ACT STATEMENT							
<p>AUTHORITY: 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; and E.O. 9397 (SSN), as amended.</p> <p>PRINCIPAL PURPOSE(S): 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>ROUTINE USE(S): The routine uses are found in the associated system of records notices listed below: DoDM 1145.02, Military Entrance Processing Station (MEPS); https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/114502m.pdf?ver=2018-07-23-121425-917 A0601-210c TRADOC, Army Recruiting Prospect System; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570073/a0601-210c-tradoc/ F036 AETC R, Air Force Recruiting Information Support System (AFRISS) Records; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569780/f036-aetcr/ M01133-3, Marine Corps Recruiting Information Support System (MCRISS); http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/ N01133-2, Recruiting Enlisted Selection System; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570318/n01133-2/ DHS/USCG-027, Recruiting Files System of Records; http://www.gpo.gov/fdsys/pkg/FR-2011-08-10/html/2011-20225.htm</p> <p>DISCLOSURE: 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>							
11. I HEREBY CONSENT TO RELEASE YOUR FILES FROM THE INFORMATION REQUESTED BELOW.					SIGNATURE		
SECTION III - (To be completed by Police or Juvenile Agency)							
<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>							
12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS?							<input type="checkbox"/> YES <input type="checkbox"/> NO
(if YES, what was the offense or charge, date, disposition and sentence?)							
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND?							<input type="checkbox"/> YES <input type="checkbox"/> NO
(if YES, give details.)							
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.							
14. DATE (YYYYMMDD)		15. TITLE			16. VERIFIED BY (Signature)		
LAW ENFORCEMENT AGENCY MAIL TO:					RECRUITING AGENCY MAIL FROM:		