



## WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office  
Active Guard Reserve (AGR) Announcement  
Job Announcement # **24-049**

**OPENING DATE:** 19 April 2024

**CLOSING DATE:** 4 May 2024

**VACANCY ANNOUNCEMENT:** STATEWIDE (Current WAARNG AGR Soldiers)

All applicants **MUST** be worldwide deployable.

**GRADE REQUIREMENT:** Position is open to grades WO1-CW4

*Promotion will not exceed maximum grade authorized of CW4 for this position.*

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

**UNIT:** HHD, 96th Troop Command

**DUTY LOCATION:** JBLM, WA

**SECURITY CLEARANCE:** Secret

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

Serves as the 96th TC 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/Battery Readiness NCOs. Supervises and instructs HR technical training and HR systems training. Supervises the 81SBCT personnel administration center. Attends unit training events and meetings. Coordinates with other HR Technicians within the State.

### **MINIMUM QUALIFICATIONS**

- Open to all applicants in the grades of WO1 through CW4 (**Must be a current AGR in the State of WA**) 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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### **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
- (3) Table 8-420A-1. Physical requirements.

### **MINIMUM REQUIREMENTS**

- 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**

- (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.
- 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.
- 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.
- 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.

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### **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.

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.

**AGR Vacancy Announcement 24-049**

FOR THE ADJUTANT GENERAL:

*//S//*  
BROOKE M. MUHICH  
LTC, MS WAARNG  
AGR Manager

DISTRUBUTION: A

## AGR Vacancy Announcement 24-049

### Application Procedure:

- Complete the vacancy announcement checklist and submit it with your application.
- Label packets with the naming convention: Vacancy Number, Last Name, First Name (Example: 23-006 Smith, Alex)
- All applications must be received at HRO-AGR, NLT 1600 hrs. PST on the closing date. Applications received after 1600 PST will not be accepted.
- **All Washington Army National Guard Soldiers will submit application packets via IPPS-A (<https://hr.ippsa.army.mil>).**
- Login to IPPS-A, click the IPPS-A Help Center tile, and click Create case. When submitting your packet, use the following case details:
  - **Category: Career Management**
  - **Type: AGR**
  - **Detail: Application**
- Attach the required documents and submit them. The CRM case will route to the Soldier's S1 Pool. The Soldier's S1 must reassign the case to the **[NGWA HUMAN RESOURCES OFFICE](#)** provider group.
- Please be advised that IPPS-A has a 2MB size limit. If you are having issues uploading your application, you must compress the file. If that does not resolve the size issue, please upload the packet in separate attachments.
- Make a note of your case number. The AGR office will respond and close your ticket once the job announcement closes, providing feedback on the application status. If your application is not accepted, the case notes will detail the reason(s). You will receive a notification via email, and you can monitor the application status through IPPS-A.
- **Applicants outside of the WAARNG will submit application packets via email to HRO-AGR Services ([ng.wa.waarng.list.agr-applications@army.mil](mailto:ng.wa.waarng.list.agr-applications@army.mil))** If you do not receive a confirmation of receipt two business days after the closing date, please contact the HRO-AGR office at (253) 512-8396 or email the applications distro.
- Soldiers must obtain required documents from iPERMS, the Readiness NCO, Training NCO, or Battalion S1. Follow the checklist for guidance on 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.

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- 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 the best e-mail address to reach the applicant).
- Submit copies of up-to-date supporting documents. Additional supporting documents (letters of recommendation, certificates, diplomas, etc.) will be placed at the end of the packet.
- The applicant is responsible for ensuring timely submission of the completed application. Failure to follow application instructions will result in a finding of ineligibility and cause the applicant to lose consideration for this position.

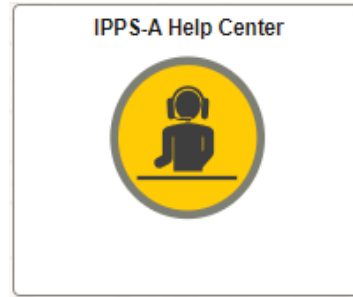
# HOW TO SUBMIT AN AGR APPLICATION CRM CASE IN IPPS-A

**Step 1:** Login to IPPS-A

<https://hr.ippsa.army.mil>



**Step 2:** Click on IPPS-A Help Center



**Step 3:** Click on Create Case



**Step 4:** Select the following Category, Type and Detail



**Step 5:** Case Details

**Step 6:** Upload attachments

Please be advised IPPS-A has a 2MB size limit. If you are having issues uploading your application, you must compress the file. If that does not resolve the issue, then upload the packet into separate attachments.



**Step 7:** Review and Submit

The CRM case will route to the Soldier's S1 Pool, the S1 will need to assign the CRM case to **NGWA HUMAN RESOURCES OFFICE**.



Attachments

File Name ↑↓	Description ↑↓	Delete Attachment
24-001_Smith_Alex.pdf	AGR APPLICATION	

If you have any questions, please contact the AGR HRO Office

[ng.wa.waarnng.list.agr@army.mil](mailto:ng.wa.waarnng.list.agr@army.mil)

## TITLE 32 AGR APPLICATION CHECKLIST (Officer)

**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 (Hyper-link: <https://www.ngbpmc.ng.mil/ngbforms/> must be complete with signature and date).
2. \_\_ Biographical Summary, IAW NGR 600-100, Appendix 1.
3. \_\_ ORB (Selection Board) 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. (Redact PII)
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. \_\_ 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.
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. DA Form 705, DA FORM 5500/5501 in lieu of memorandum will not be accepted.
10. \_\_ Copies of last three evaluations in entirety. New O-1, a letter of recommendation is suggested in lieu of evaluations.
11. \_\_ Current Washington AGR Soldiers must submit a Company through MSC level command concurrence memo endorsing your application. Exception to 18 month/12 month stabilization rule requires prior approval from TAG.
12. \_\_ HRR Form 600 (in entirety).
13. \_\_ Memorandum of explanation for missing documentation (if applicable). Examples include missing evaluations, PHA not within 12 months, incomplete data on ORB.
14. Enlisted applicants - Predetermination approval letter within 5 years of application
15. Memorandum from security manager or S2 stating status of security clearance.



## 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

1a. Soldier's Name (Last, First, Middle):	1b. Rank/Grade:
2. Unit of assignment:	
3. Position Applying for:	

### Section II: Type I Offenses (Over the Soldier's Lifetime)

<b>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:</b>	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.		

**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.

<b>Is there adverse information listed against you for any of the offenses listed below:</b>	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 policy regarding participation in extremist organizations or activities or criminal gangs (as defined in AR 600-20, paragraph 4-12).		
5. Any special or general courts-martial conviction or any civilian criminal felony conviction (other than a conviction for Type I offenses).		
6. Any criminal offenses involving a child or children (other than Type I offenses).		
7. 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		
8. Wrongful broadcast or distribution of intimate visual images (Article 117a UCMJ).		
9. Illegal drug use or possession or distribution, including abuse of prescription medication and synthetic drugs (Article 112a UCMJ).		
10. Initial enlistment waivers for derogatory information related to any Type I offense.		
11. Type I offenses for which the Soldier was not convicted in a court of law or received an Article 15 or higher UCMJ action.		
12. Alcohol abuse (as defined in AR 600-85).		
<b>Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)</b>		
<b>Is there adverse information listed against you for any of the offenses listed below:</b>	YES	NO
1. Relief for cause noncommissioned officer evaluation report or officer evaluation report while in current grade or in the past 5 years, whichever is longer.		
2. Previous separation from any Service for any Type III offense.		
3. Initial enlistment waivers for derogatory information (not related to an offense listed 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 recruiting efforts, future Soldier, or initial entry trainee that fall under DoDI 1304.33, enclosure 3, paragraph 1a(1)(d-n).		
<b>Section V: Administrative Reports That Prevent Initial Appointment to These Positions</b>		
1. Are you flagged, barred from reenlistment/extension, or coded with any administrative information indicating legal investigation 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)?		
<b>Section VI: Acknowledgement</b>		
By signing below, I acknowledge I have answered the above sections truthfully and honestly.		
Name.	Signature.	Date.