



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **25-002**

OPENING DATE: 02 October 2024

CLOSING DATE: 16 October 2024

VACANCY ANNOUNCEMENT: STATEWIDE

All applicants **MUST** be worldwide deployable.

GRADE REQUIREMENT: Position is open to the grade of O3

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

POSITION: Officer Strength Manager (01A) Branch Immaterial

UNIT: Recruiting and Retention Battalion

DUTY LOCATION: Spokane Readiness Center, Spokane, WA

SECURITY CLEARANCE: Secret-SCI

BRIEF DESCRIPTION OF DUTIES:

The purpose of this position is to perform Officer Strength Management for the WAARNG under the supervision of the Recruiting and Retention Battalion Commander. Assists the RTI with the development of an effective OCS program. Establishes liaison with State ROTC programs. Develops recruiting and retention programs and materials to increase the number of ROTC graduate/candidates that join the ARNG. Facilitates placement of ROTC graduates/candidates that join the ARNG. Facilitates the placement of SMP Cadets in the ARNG. Responsible for ensuring commissioning application is complete and within guidance provided by DA/NGB. Facilitates Officer interstate transfers into the State. Works with Commanders to ensure effective sponsorship, mentorship and retention programs are established and in place. Tracks officer appointment packets until completion. Distributes and displays officer recruiting, ROTC and OCS publicity material. Serves as liaison for OCS, Early Commissioning, and Direct Commissioning Programs. Responsible for ensuring application packets for Commissioning Programs are complete. Facilitates officer appointments from Active Duty and IRR. Provides assistance to the AMEDD Technician with Doctor, Dentist, Chaplin, and JAG packets. Performs additional duties as assigned.

MINIMUM QUALIFICATIONS

- Open to all Commissioned Officers with a rank of CPT (AGR & Traditional). Must attend the Officer Strength Management Course within one year of accepting the position per NGB-ASM guidance.

MANDATORY QUALIFICATIONS

Applicants must satisfy requirements outlined in DA PAM 611-21.

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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.

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.

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- 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.

FOR THE ADJUTANT GENERAL:

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

DISTRUBUTION: A

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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: 25-006 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.
- **Any AGR application received 2 days prior to the closing date will NOT be reviewed by the AGR office for accuracy. Failure to follow application instructions will result in a finding of ineligibility and will cause the applicant to lose consideration for this position.**
- **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 an IPPS-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)**
- 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/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.

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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.
- **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.**

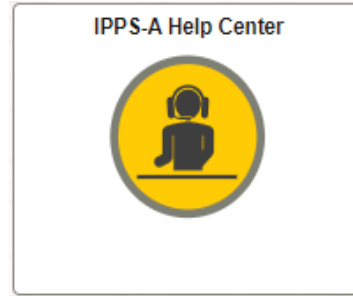
HOW TO SUBMIT AN AGR APPLICATION CRM CASE IN IPPS-A

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

Create Case

1 ————— 2

How can we assist you? Review & Submit

Does this issue impact your pay? No

*Category: Career Management

*Type: Active Guard Reserves (AGR)

*Detail: Applications



Step 5: Case Details

Case Details

Issue related to AGR Application, provide source documents

*Summary: 24-001 - Last Name, First Name

Description: Please see attached AGR application for VA 24-001 - Smith, Alex
** Add a brief summary**

Attachments: You have no attachments. [Add Attachments](#)

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

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:
VA Number:	

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

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
(a) Possessing, receiving, or viewing child pornography (Article 134 UCMJ).		
(b) Rape or sexual assault. (Article 120 or 134 UCMJ)		
(c) Any offense punishable under Article 80, 120, 120b, 128, 134, and and 130; 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 80, UCMJ)		
(d) Inappropriate relationships and prohibited activities between recruits and recruiters and between trainers providing entry-level training and trainees (DoDI 1304.33/Article 93a, UCMJ).		
(e) Domestic violence or child abuse as described by DoDI 6400.06 (Article 128 UCMJ), child abuse, or any violent crime under the UCMJ.		
(f) A requirement to be registered as a sex offender.		
(g) Previous separation from any Service for any Type I offense listed above		

Note: Adverse information is defined as 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. Conduct may be considered regardless if issues resulted in formal charges or administrative

Section III: Type II Offenses (Over a Soldier's Military Career, Including Sister Services)

Note: For all offenses; Conduct may be considered regardless if issues resulted in formal charges or administrative or legal action. Conduct that may have resulted in dismissal, expungement, or a finding of not guilty by a court or other entities in the civilian or military justice system may still be considered for suitability and fitness adjudications using the preponderance of the evidence standard, but will be adjudicated as a Type II or Type III offense.

Is there adverse information listed against you for any of the offenses listed below:	YES	NO
(a) Sexual harassment to include influencing, threatening a person's career, pay, or job (Article 93, or 132 UCMJ).		
(b) Prostitution or pandering (Article 134 UCMJ)		
(c) Fraternalization (Article 134 UCMJ).		

(d) Participation in extremist organizations and activities by Army personnel inconsistent with the responsibilities of military service (as defined in AR 600 – 20)		
(e) Special, general court-martial conviction that results in any civilian criminal felony convictions.		
(f) Criminal offense involving a child		
(g) Extramarital sexual conduct or inappropriate relationship (Article 134).		
(h) Wrongful broadcast or distribution of intimate visual images (Article 117a UCMJ).		
(i) Wrongful use possession, distribution, importation, or exportation of a controlled substance (Article 112a UCMJ).		
(j) Initial enlistment waivers for derogatory information related to any Type I offense.		
(k) Type I offenses for which the Soldier was not convicted in a court of law or received an Article 15 or higher UCMJ action.		
(l) (l) Alcohol abuse (as defined in 5 CFR 731.202(b)(5)). <i>Alcohol abuse, without evidence of substantial rehabilitation, of a nature and duration that suggests that the applicant or appointee would be prevented from performing the duties of the position in question, or would constitute a direct threat to the property or safety of the applicant or appointee or others</i>		
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
(a) Relief for cause noncommissioned officer evaluation report or officer evaluation report while in current grade		
(b) Previous separation from any Service for any Type III offense.		
(c) Initial enlistment waivers for derogatory information (not related to an offense listed under Type II).		
(d) Assault (other than categories listed under Type I).		
(e) Larceny, fraud, or robbery (Articles 121, 124, or 122, UCMJ).		
(f) Burglary (Article 129)		
(g) Prohibited activities related to recruiting efforts, future Soldiers, or initial entry trainees that fall under DoDI 1304.33. Prohibited activities with military recruits or trainees that fall under DoDI 1304.33 (Article 93a UCMJ).		
Section V: Administrative Reports That Preclude Initial Appointment to These Positions		
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 revoked, denied, or suspended security clearance, or failed to attain or maintain a favorable NACLIC, 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.