



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement # **25-034**

OPENING DATE: 4 April 2025

CLOSING DATE: 4 May 2025

WHO MAY APPLY: Current Washington Army National Guard Soldiers

VACANCY ANNOUNCEMENT: STATEWIDE

GRADE REQUIREMENT: Position is open to grades E4 to E6

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

POSITION: Assistant Operations NCO (19D)

UNIT: HHT, 1-303D CAV

DUTY LOCATION: Centralia, WA 98531

SECURITY CLEARANCE: Secret

BRIEF DESCRIPTION OF DUTIES

Assists the Operations NCO in fiscal planning and readiness objectives for subordinate units. Responsible for reviewing units' training schedules through the Digital Training Management System (DTMS). Processes units' requests for schools in the Army Training Requirements and Resources System (ATRRS) and ATRRS Funding Allocation Model (AFAM) course manager and application processor. Tracks all non-duty MOS qualified Soldiers for the Battalion. Inputs and manages Request for Orders (RFO) through the Department of the Army Mobilization Processing System (DAMPS-OCOTCS and DAMPS-OCOIND), manages the Defense Travel System (DTS), and provides assistance to all areas of the battalion with respect to accomplishment of training. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Open to all enlisted Soldiers with a minimum rank of SPC. Applicants must be qualified in MOS **19D** or be eligible to become qualified within 12 months of hire date in accordance with AR 135-18.

MANDATORY QUALIFICATIONS

- All Soldiers M-day and AGR applying for AGR positions will require a passing ACFT within the last six months.
- Must meet the Army body composition standards IAW AR 600-9 for entry into the AGR program
- Applicants must satisfy requirements outlined in DA PAM 611-21.
- Physical demands rating and qualifications for initial award of MOS. Cavalry scouts must possess the following qualifications:

(1) A physical demands rating of heavy (Black).

AGR Vacancy Announcement 25-034

(2) A physical profile of 111121.

(3) Correctable vision of 20/20 in one eye and 20/100 in other eye.

(4) Normal color vision.

QUALIFYING SCORES

- A minimum score of 77 in aptitude area CO

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.
- Staff Sergeant (SSG) 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 E7 or above is selected for this position, they will have to take an administrative reduction to E6 to meet the regulatory guidance.
- Over-grade applicants must include a memorandum stating acceptance of an administrative reduction with their packet.
- Sergeant (SGT), or below, who has a grade within two grades of that authorized for the AGR duty position. Must have TAG approved waiver for entry into the AGR program. NGR 600-5, Table 2-1 Rule C.
- 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 in 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

- AGRs on initial tour orders that have served less than 18 months in current position are not eligible to apply.
- AGR Soldiers will not be reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or command directed reassignments. Enlisted AGR Soldiers in their initial 18 months will not be eligible for promotion selection due to being unavailable for positions other than the position they were selected for per AR 600-8-19 (Enlisted Promotions and Reductions).
- Current WAARNG AGR Service members must submit a signed memorandum with Company through Brigade level command concurrence with the submission of your AGR packet.
- 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.

AGR Vacancy Announcement 25-034

- 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.
- 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.
- 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

- PHA must be within 12 months of the Vacancy Announcement Closing date.
- Must meet the Army medical retention standards in accordance with AR 40-501, Chap 2, 3, 4, or 5 as applicable.
- 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.
- Must be able to perform functional activities, including living in an austere environment, without worsening the medical condition as outlined in AR 635-40.

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

AGR Vacancy Announcement 25-034

- The Washington National Guard does not discriminate in employment based on 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

AGR Vacancy Announcement 25-034

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 by HRO-AGR, NLT 1630 hrs. PST on the closing date. Applications received after 1630 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 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/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 the best e-mail address to reach the applicant).

AGR Vacancy Announcement 25-034

- 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 five duty days after the closing date, please contact the HRO-AGR office at (253) 512-8396 or email the applications distro ng.wa.waarng.list.agr-applications@army.mil**

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

Step 1: Login to IPPS-A

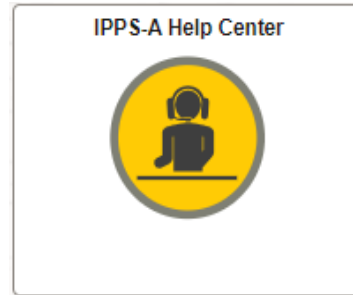
<https://hr.ippsa.army.mil>



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 How can we assist you? 2 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**. It is the applicants responsibility to communicate with their unit and ensure the CRM is routed to the HRO 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.waarng.list.agr@army.mil

TITLE 32 AGR APPLICATION CHECKLIST (Enlisted)

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

Rank: Name: Vacancy Announcement #:
DOD ID: Duty Status: Phone Number:
Email: Current Address:

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. ___ Memorandum from security manager or S2 stating status of security clearance.
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 Applicants applying for RRB positions must complete HRR Form 600 (in entirety).
16. ___ Applicants applying for RRB positions must complete DD 369 (blocks 1-9, and 11)

THIS CHECKLIST MUST BE INCLUDED IN PACKET

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT**AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.**PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the applicant. The original will be maintained by the human resources office for State records. For organizational use only.**ROUTINE USES:** None.**DISCLOSURE:** Voluntary, however if not provided you will not be considered for the AGR program.

POSITION ANNOUNCEMENT #	POSITION TITLE		
NAME <i>(Last, First, Middle)</i>			DATE OF BIRTH <i>(yyyymmdd)</i>
CURRENT HOME ADDRESS <i>(Street, City, State, Zip Code)</i>			HOME PHONE OFFICE PHONE
DATE OF ENLISTMENT <i>(Enlisted)</i>	GRADE	MOS/SSI/AFSC	ETS DATE
DATE OF FEDERAL RECOGNITION <i>(Officer/WO)</i>	GRADE	BRANCH	MRD DATE
SECURITY CLEARANCE			

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS1. COLLEGE OR UNIVERSITY *(Accredited Colleges only, attach separate sheet(s) if necessary.)*

Name, City & State	Date From	Date To	Degree Program	Credit Hours	Quarter/Semester
Chief Undergraduate Subject					
Chief Graduate Subject					

2. OTHER SCHOOLS OR TRAINING *(Vocational, Trade or Business)*

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS *(Examples - Special skills and qualifications, word processing speed (WPM), certifications on wheel and track vehicles, etc. Also list any licenses or certificates held (RN, Pilot, CPA), etc.)***SECTION II - EMPLOYMENT HISTORY**May we contact your present employer regarding your character, qualification, and record of employment?
(A "NO" answer will not affect your consideration for employment.)CHECK ONE: ☐ YES ☐ NO

1. NAME AND ADDRESS OF CURRENT EMPLOYER		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER		NUMBER OF EMPLOYEES YOU SUPERVISED	
TYPE OF BUSINESS	YOUR REASON FOR LEAVING			

DESCRIPTION OF WORK *(Describe your specific responsibilities and accomplishments)*

SECTION II - EMPLOYMENT HISTORY (Continued)**OTHER EMPLOYMENT**

May we contact this employer regarding your character, qualification, and record of employment?
(A "NO" answer will not affect your consideration for employment.)

CHECK ONE: ☐ YES ☐ NO

2. NAME AND ADDRESS OF PRIOR EMPLOYER		DATES EMPLOYED		AVERAGE HRS. PER WEEK
		FROM	TO	
TITLE OF POSITION	IMMEDIATE SUPERVISOR & PHONE NUMBER		NUMBER OF EMPLOYEES YOU SUPERVISED	
TYPE OF BUSINESS	YOUR REASON FOR LEAVING			
DESCRIPTION OF WORK <i>(Describe your specific responsibilities and accomplishments)</i>				

SECTION III - MILITARY HISTORY**1. MILITARY SERVICE** *(Start with most recent service and show changes in grade and duty in reverse chronological order.)*

FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY

2. MILITARY TRAINING**FORMAL MILITARY SCHOOLING COMPLETED**

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEKS	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

3. MILITARY QUALIFICATIONS *(List any primary MOS/SSI which has been awarded on orders.)*

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED <i>(Service School, On the Job Training, Civilian Experience, etc.)</i>

4. INDICATE ANY ON THE JOB TRAINING WHICH IS QUALIFYING FOR AN MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

YES NO

(All Applicants Must Complete) Utilize the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach a separate sheet of paper if more space is necessary.

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Within the last five years, have you been fired for any reason? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Within the last five years, have you quit a job after being notified that you would be fired? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law? |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3? |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. While in the military, have you ever been convicted by a General Court Martial? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does the United States Government employ, in a civilian capacity or as a member of the Armed Forces, any relative of yours by blood or marriage? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Have you ever been removed from military service due to unsuitability? |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)? |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty? |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action? |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including, but not limited to, relief from command in the past year? |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Do you currently possess or is a report of suspension of favorable actions pending? |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Have you voluntarily separated from the AGR Program in any State for one or more days within the past year? (ARNG Applicants Only) |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action? |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by State Headquarters or Department of the Army Headquarters within the past 12 months? |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Have you met the minimum physical fitness requirements for each component as specified by AR 600-9 (Army) or AFI 36-2905 (Air Force)? |

SECTION V - CONTINUATION/REMARKS

Use the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 17). Attach separate sheet(s) of paper if more space is necessary.

SECTION VI - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to personnel specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

SIGNATURE

DATE