



## WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office  
Active Guard Reserve (AGR) Announcement  
Job Announcement # **16-020**

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**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:** 13 January 2016

**CLOSING DATE:** 16 February 2016

**VACANCY ANNOUNCEMENT:** NATIONWIDE

All applicants **MUST** be worldwide deployable.

**GRADE REQUIREMENT:** SPC: \$2046.00 – \$2483.40 through SFC: \$2816.10 – \$4472.70 depending on years of service, plus allowances for rations, uniforms, and housing.

**POSITION:** Recruiting and Retention NCO (**79T**)

**UNIT:** Recruiting and Retention Battalion

**DUTY LOCATION:** Duty Locations throughout the State of Washington

**SECURITY CLEARANCE:** Secret

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

Contacts, interviews, and advises civilian personnel to obtain applications for enlistment into the ARNG; contacts civic leaders and other agencies to present the ARNG as an employment and career opportunity; presents formal and informal talks; interviews and counsels prospective enlistees; gathers individual data and prepares forms and documents incident to enlistment processing. Trains, advises, and cooperates with leadership of assigned unit to address issues relating to retention, attrition management, and no-val pay. Position requires extensive travel throughout area of responsibility with occasional requirements to remain overnight away from home. Additional travel to Camp Murray is possible. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Open to all Soldiers enlisted in grade of rank **SPC** to **SFC** (AGR & Traditional). A valid Army Military Occupational Specialty (MOS) in Career Management Field **79T** or prior Military service as a Recruiting and Retention NCO is desirable. Applicants **MUST** be qualified in MOS **79T** or be eligible to become qualified within 6 months in accordance with AR 135-18 and SMOM 12-062 Memorandum dated 29 June 2012.

If applicant is an E4, Warrior Leadership Course (WLC) must be completed prior to applying for this position. Enlisted Record Brief or DA Form 1059 is acceptable source documents for WLC completion.

## AGR Vacancy Announcement 16-020

The following are some of the mandatory qualifications for entry into this MOS per

### DA PAM 611-21:

*Physical demands rating and qualifications for the initial award of MOS.*

- (1) A physical demands rating N/A.
- (2) A physical profile of 132221
- (3) Qualifying scores **(79T)**
  - A minimum score of 110 in aptitude area GT, waiverable to 100; and 96 in aptitude area ST on ASVAB test.
- (4) Be a high school graduate with diploma; or have one year college with a high school GED and no waivers.
- (5) Must meet SECRET security clearance eligibility requirements (JPAS) and be awarded interim access within 90 days of appointment, if required.
- (6) Must possess a valid security clearance required for the grade and RRB duty position. Failure to acquire and maintain an Interim/FINAL Clearance may be grounds for removal for the Recruiting & Retention Battalion and/or AGR Program.
- (7) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice).
- (8) A police background check will be conducted, and if any conviction or charges are found, you may not be boarded.
- (9) For waivers and exception to policy:
  - (a) Rank exception to policy. If an E4, must have completed the Warrior Leader Course (WLC).
  - (b) Line score waivers. Test documenting line score must be no older than five years from the date that the course begins. Enlisted Record Brief is the accepted source document for the scores.
  - (c) Combinations of rank (if E4 w/WLC) and line score waivers are not authorized.
  - (d) A letter of recommendation from the RRB Commander must accompany any request for waiver or exception to policy.
  - (e) Chief, SMTC is the delegate authority for line score waiver or grade exception to policy approval.
- (10) Must not be listed on the National Sex Offender Public Website (<http://www.nsopw.gov>). This is verified and signed by the interviewing agency.
- (11) Must provide written consent that authorizes Department of Defense to access criminal history record information for Positions of Significant Trust and Authority (POSTA) and receive favorable results from the Nationwide FBI Database digital fingerprint capture system check. This check is completed by the State Security manager.
- (12) Must have favorable results showing no Type I or Type II offense as listed below:
  - (a) Department of Army Inspector General (DAIG)
  - (b) Criminal Investigation Division (CID)

## **AGR Vacancy Announcement 16-020**

(c) Office of Military Personnel File including Restricted Fiche Review (OMPF)

(d) Army Substance Abuse Program (ASAP)

### **CONDITIONS OF EMPLOYMENT:**

1. 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.
2. Individual selected will be required to pass an Army Physical Fitness Test (APFT) for record upon entry into the AGR Program; those unable to take the APFT due to temporary profile must wait until they are off profile and able to complete the APFT.
3. Must be able to complete a 3-year initial tour of active duty before one of the following:
  - (a) Completing 18 years of active federal service.
  - (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.
4. Voluntary separation for one or more days from the AGR program results in ineligibility to re-enter the AGR program for one year from the date of separation (waiverable by NGB).
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 an 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 2012 for further guidance.

### **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.
- All Active Duty Orders must be terminated prior to AGR Appointment. Technicians must be placed in an absent or separated for Uniformed Service status upon AGR appointment.
- 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).

## AGR Vacancy Announcement 16-020

- Individual selected will be stabilized in the position for the first 18 months of initial tour or 12 months if on subsequent tour. An exception to the 18 month rule requires prior approval from NGB. (NGR 600-5, paragraph 2-6f)
- 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.

**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 on the closing date. **Please be advised that mail is not delivered directly to HRO so allow for an additional 3-5 days for shipping.**

*Forward applications to:* The Adjutant General, State of Washington  
ATTN: HRO-AGR Services, Building 33  
Camp Murray, Tacoma, WA 98430-5110

*E-mail applications:* HRO-AGR Applications Distro List  
[ng.wa.waarnq.list.hro-agr-applications@mail.mil](mailto:ng.wa.waarnq.list.hro-agr-applications@mail.mil)

Note: E-mailed application packets will be printed only in black and white.

**POSITION FILL:** *Applications received are reviewed for eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. **Application packets missing vital 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 HRO bulletin board in Bldg. 33, Camp Murray, WA and the websites below:

Washington Military Department website at <http://mil.wa.gov/job-opportunities/federal-human-resources/agr-positions>

Guard Knowledge Online (GKO) Jobs page at <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>  
Please note that you must have a GKO account to view the Vacancy Announcements on GKO.

You can reach the HRO-AGR office at (253) 512-8874 or 8396.

FOR THE ADJUTANT GENERAL:

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MITCHELL J. SIEGLOCK  
MAJ, AV, USA  
AGR Manager

DISTRIBUTION: A

# APPLICATION PACKET PREPARATION

## How to Apply:

**All applicants must submit a complete application packet to HRO-AGR Services to be considered for an AGR position.**

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 put a packet together. Follow the checklist to assist in packet preparation.

- NGB Form 34-1 [http://www.ngbpd.c.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm) (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.
- Arrange your packet in the order listed on the checklist. A simple binder clip will hold your packet together. Special ring binders, portfolios, report covers, and document protectors are discouraged. Ornate covers and organizers have no bearing on the selection process or outcome, and are a wasted expense. HRO-AGR will forward only the application documents to the selection board. ***Please do not use staples.***

**The applicant is responsible for ensuring the application is complete and all required documents are correct and included. If an incomplete packet leads to the inability to determine eligibility a letter 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 (*Enlisted*)

**\*\*\*INCOMPLETE APPLICATION MAY NOT BE ACCEPTED\*\*\***

LAST NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CURRENT STATUS: M-DAY / FTNGD-OS / AGR / TECH / AC / USAR (Circle One)**

**PACKET SEQUENCE AND DOCUMENT REQUIREMENTS (*Packets not containing all documentation IAW guidance below may not be considered*).**

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (Application for AGR Position: hyperlink [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm) must be complete with original signature).
2. \_\_\_\_\_ ERB containing ASVAB scores (Certified Copy) NGR (AR) 600-5. If your ASVAB scores are not reflected on the ERB, then a copy of one of the following is required: DD 1966, or PRIOR SERV RCRDS (REDD Report) for ASVAB scores. **Include copy of Armed Forces Classification (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. \* It is important that you print the report, not the webpage screen. **(Log into AKO, My Medical Readiness Status, View Detailed Information, IMR Record).**
4. \_\_\_\_\_ Copies of all DD Form 214's/NGB 22's showing all prior service.
5. \_\_\_\_\_ NGB Form 23-B (Retirement Points History Statement - If current member of the National Guard).
6. \_\_\_\_\_ DA Form 1506 (Statement of Service) if DD 214 or NGB Form 23-B is not available.
7. \_\_\_\_\_ Official DA photograph, See AR 640-30 paragraph 6 for frequency of DA Photo (E5 and below-digital photo is acceptable).
8. \_\_\_\_\_ DA Form 705 (APFT) May 2010 current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day in accordance with AR 350-1, Para 1-24. Submit a statement of **current** (within 6 months) height and weight Memo, **Must be separate from DA 705**. If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be **signed by either a unit Readiness NCO, First Sergeant, or Commander**.
9. \_\_\_\_\_ Copy of last five DA 2166-8 (NCO-ER's), all pages, front and back. If new E-5 or below, it is suggested to include a letter of recommendation.
10. \_\_\_\_\_ Current AGR Soldiers applying need a memorandum from the full time chain of command endorsing your application.
11. \_\_\_\_\_ Memorandum of explanation for missing documentation (if necessary).