

Arkansas Army National Guard

Announcement for Full Time National Guard (FTNG-DOS)

Position Vacancy Announcement

SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

Position Title: Operations NCO	Position Number: 18-249F	Open Date: 14 November 2018 Close Date: 27 November 2018
MOS/Branch of Position: 00F30	Position PULHES: 222222	Enlisted Not to Exceed SSG/E6
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		233 rd Regional Training Institute Camp Robinson, Arkansas

SECTION II: Area of Consideration

(1) Members of the Arkansas Army National Guard (AR ARNG) who are able to obtain required MOS.

SECTION III: Qualification Requirements *(Upon selection for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment.)*

Note: Onboard AGRs must have completed 18 months in current assignment

- **New Hire:** Must be in a minimum grade of SSG/E-6. Must possess 00F30 MOS.
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 222222. Soldiers with a numerical indicator of P3 or P4 in any profile factor (PULHES) must have been determined fit for duty and world-wide deployable by a Medical Review Board. Soldiers with outstanding medical issues (temporary profiles) are not qualified for entry into the AGR Program.
- **Other Requirements:** Selectee must maintain or be able to obtain SECRET security clearance. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. Applicant must not serve more than 17 years of Active Federal Service as a result of this duty. The Soldier must not have served on any combination of operational support orders for more than three years out of the preceding four years. The Soldier must not be able to qualify for sanctuary as a result of the duty unless a waiver is approved by the Department of the Army National Guard (DARNG) prior to the publication of the order. Pregnancy is a disqualifying factor for this duty. A current Periodic Health Assessment (PHA) within 12 months is required. Soldiers with outstanding medical issues (temporary profiles) are not eligible for this duty. Reference regulations: Army Regulation 40-501

SECTION IV: Placement Factors

The AR ARNG is seeking only the best-qualified applicants for this position. The selected applicant's performance will demonstrate a history of exceeding military standards. Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Must meet the requirements of Army Regulation (AR) 600-9 (height/weight). Must meet the requirements of Chapter 3 as per AR 40-501, for accession into the AGR program. Must meet the requirements of Chapter 2, AR 135-18 and Physical Fitness Test In Accordance With (IAW) AR 350-1 prior to appointment. Upon selection, will be assigned to **Regional Training Institute (RTI)** and assigned to a compatible military position in MOS **00F30**. Must reside or agree to move within commuting distance of the position.

SECTION V: Summary Of Duties

The incumbent serves as the full time Operations NCO. Procures training areas for the Battalion and produces and distributes a variety of training aids necessary for operations and training. Uses the automated scheduling system to request the use of training areas, ranges, barracks, dining facilities and training facilities. Develops drafts for the approval of yearly training plans. Ensures compliance with directives and publications of higher headquarters. Maintains a policy file on all operations, training and readiness activities. Prepares routine correspondence using AR 25-50 /ARNG JR 25-59 and drafts replies on all matters for approval. Maintains a current and complete library of training material and publications. Maintains training and mobilization files for the Battalion and insures subordinate units' files are maintained to standard. Monitors, reviews and analyzes all training and readiness reports. Drafts for approval requests for assistance and training support from external agencies. Assists in the management of ammunition of the command to include: determining requirements, apportioning sub-authorizations, forecasting, and monitoring usage during the training year. Keeps abreast of changes in requirements and sub-authorizations of ammunition. Screens service school applications, requests for orders, requests for temporary duty, and correspondence course applications for completeness and correctness. Coordinates support requirements with external agencies. Assists in managing Full Time National Guard (FTNG) personnel and funds to support special projects. Requests orders for Annual Training (AT), Active Duty Training (ADT), FTNG and DTS travel. Serves as the Battalion Safety NCO, ensuring armories meet current state safety guidelines. Serves as the assistant Physical security officer for the Battalion maintaining physical security standards at each armory. Develops and executes training and operations programs to include Training Calendars and Training Schedules and other training related files. Supervises preparation of operation orders, operating instructions, reports and related technical materials. Manages and maintains the Organization Inspection Program from scheduling, preparation, execution and corrective action for the Battalion and separate units. Manages and maintains the Unit Status Reporting for the Battalion and separate units. Must have an extensive knowledge and operational base in AFCOS, ATRRS, DTS, DTMS, RFMS, and TAMIS. Performs other duties and additional appointments as assigned.

SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.arang.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.

Submit the following required documentation in the order listed below

- a. **FTNGDOS Checklist** with required signatures.
- b. **DA Form 1058-R (July 2010)**. DA Form 1058-R **must be signed in original ink**.
- c. **ARNG Form 1058-1R (July 2002 or August 2004)**
 - * **GO Letter of Acknowledgement** if over 1,095 rule.
- d. **MEDPROS Individual Medical Readiness (IMR) Report** with current PHA date.
 - * Soldiers with a permanent medical profile, must include a current copy of their DA Form 3349.
 - * Soldiers who have a numerical indicator of a 3 or 4 in his/her PULHES **must also include a current copy of their permanent medical profile (DA Form 3349)**.
 - * Soldiers whose weight listed exceeds the screening table weight allowed in accordance with Army Regulation 600-9 must also include a **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females)**.
- e. **Personal Qualification Record (PQR) or Enlisted Records Brief (ERB)/Officer Records Brief (ORB)** showing current home of record (WebUPS Printout)
- f. **ATTRS Screen**
- g. **AFCOS Orders Query** to determine the last 31 day break in orders for determining separation pay.
- h. **DA Form 873 or JPAS Certificate** for verification of NACI and/or Clearance.
- i. **Retirement Points Accounting Statement (RPAS) Statement (Within last 30 days)**.
- j. **DA Form 705, APFT Scorecard** (must be within 12 months).
- k. **SF 181, Race and National Origin Identification**.

Equal Opportunity

The Arkansas Army National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.