

Arkansas Army National Guard

Announcement for Active Guard Reserve (AGR)

Position Vacancy Announcement

(Pending Availability of Control Grade)

SECTION I: Administrative

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

Position Title: Senior Human Resources NCO	Position Number: 18-297A	Open Date: 4 December 2018 Close Date: 18 December 2018
MOS/Branch of Position: 42A	PULHES: 323222	Military Grade Requirement: NTE SGM / E-9
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		JFHQ-AR, (DCSPER) Camp Robinson, Arkansas

SECTION II: Area of Consideration

(1) Priority Placement Roster; (2) Lateral (Military Occupational Specialty (MOS) or MOS's listed Onboard AGR only) submit lateral request; (3) AGR Promotion List; (4) Onboard AGR members of the Arkansas Army National Guard (AR ARNG) who possess the 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

- **Lateral:** Must be an onboard, current AGR member of the AR ARNG, possess MOS 42A and minimum grade of SGM / E-9.
- **Onboard Non-MOSQ and New Hire:** Must be in a minimum grade of MSG / E-8. Must be able to obtain MOS 42A within 12 months (requires a minimum aptitude GT score of 100 and CL score of 90 on the ASVAB).
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 323222. Soldiers with a numerical indicator of P3 or P4 in any profile factor (PULHES) must have been determined fit for duty and worldwide deployable by a Medical Review Board. Additionally, non-MOS qualified Soldiers must medically qualify for MOS reclassification. A current Periodic Health Assessment (PHA) within 12 months is required for entry into the AGR Program. Soldiers with outstanding medical issues (temporary profiles) are not qualified for entry into the AGR Program.
- **Other Requirements:** Upon selection, must complete mandatory Full-Time Support (FTS) training at the Professional Education Center (PEC) within 6 months of assignment. **Must possess or be able to obtain a Secret security clearance.**

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 **JFHQ** and assigned to a compatible military position in MOS **42A**. Must reside or agree to move within commuting distance of the position. Onboard AGR Soldiers will meet the minimum criteria of National Guard Regulation (NGR) 600-200.

SECTION V: Summary Of Duties

Performs duties of and supervises specific human resources functions in a personnel office. Advises commanders on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Prepares personnel accounting and strength management reports. Performs clerical and/or technical work assignments in one or more areas of military personnel work that represent the most difficult and challenging problems, and involve results, decisions and recommendations, which significantly affect the military career of individuals. Prepares and processes unusual and non-routine military personnel staffing transactions. Responsible for management of personnel and oversight of the following human resource personnel actions: Standard Installation/Division Personnel System (SIDPERS) batch processing and database updates, the Integrated Personnel and Pay System-Army (IPPS-A) implementation and

data correctness, personnel readiness reports, Retirement Points Account Management (RPAM), retirement briefings, federal and state award processing, processing Department of Defense (DOD) passport applications, human resource systems access requests, maintaining authorized state end strength and accuracy of unit manning rosters, personnel record requests, Tour of Duty (TOD) application and packet processing, Defense Enrollment Eligibility Reporting Systems (DEERS) and Real-Time Automated Personnel Identification System (RAPIDS) state site system manager (SSM), processing ID cards and DEERS updates, Soldier readiness processing for state and federal mobilization and de-mobilization. Responsible for publishing unit permanent orders and loading unit authorizations into SIDPERS and the future Army Organizational Server (AOS) that interfaces with IPPS-A. Ensures the accuracy of SIDPERS tables based on approved permanent orders. Coordinate with units to correct errors or discrepancies on unit manning rosters and strength authorizations. Evaluates personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Prepares and maintains officer and enlisted personnel records. Advises commander, adjutant and other staff members on personnel administration activities. Have knowledge of Guard Incentive Management System (GIMS) to process all incentives transactions. Maintain working knowledge of all human resource functions at DCSPER. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Performs other duties 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. Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained on a separate attachment. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given.

Submit the following required attachments to the NGB 34-1 in the order listed below

1. **NGB 34-1- Application for Active Guard/Reserve (AGR) Position. NGB 34-1 must be signed in original ink/digital signature.**
2. **MEDPROS Individual Medical Readiness (IMR) Report** with current PHA date.
 - * Soldiers with any type of permanent profile must include a current copy of their **DA Form 3349**. Ht/Wt must be listed on either the IMR or DA 705, or both.
3. **DA Form 705**, APFT Scorecard (must be within 12 months). Ht/Wt must be listed on either the IMR or DA 705, or both.
4. **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females).**
 - * If your weight on any document you submit with your application exceeds the screening table weight allowed in accordance with Army Regulation 600-9 you must include a Body Fat Content Worksheet.
5. **Enlisted Records Brief (ERB)/Officer Records Brief DA Form 4037 (ORB)**
 - * If ERB does not include ASVAB scores, you must also attach **DD Form 1966/1 or other record of ASVAB scores/course completion.**
6. **Last three (3) current NCOERS and/or OERs**, (E-5 and above only).
 - * Missing reports should be explained utilizing a memorandum for record to address due or overdue reports not filed in the Soldiers IPERMS account. (Due or Overdue is determined by the date on our last OER/NCOER).
7. **Retirement Points Accounting Statement (RPAS) Statement (Within last 30 days).**
8. **SF 181, Race and National Origin Identification**

Equal Opportunity

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION