

Arkansas Army National Guard

Announcement for Active Guard Reserve (AGR)

Position Vacancy Announcement

SECTION I: Administrative

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

Position Title: Senior HRNCO, EPM NCOIC	Position Number: 18-317A	Open Date: 22 December 2018 Close Date: 20 January 2019
MOS/Branch of Position: 42A	Position PULHES: 323222	Enlisted Not to Exceed MSG/E-8
HRO Point of Contact		Duty Location
Human Resource Office Telephone# : (501) 212-4201		Deputy Chief of Staff Personnel Camp Robinson, AR 72199-9600

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 MSG/E-8
- **Onboard Non-MOSQ ONLY:** Must be minimum grade of SFC/E-7. Must be able to obtain 42A MOS within 12 months. Must possess a minimum 100 GT and CL aptitude score of 90.
- **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 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:** Upon selection, must complete mandatory Full-Time Support (FTS) training at the Professional Education Center (PEC) within 6 months of assignment if applicable. **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. Must be able to operate military vehicles organic to the organization. Must have working knowledge of Army Training doctrine as outlined in FM 7-0 and FM 7-1.

SECTION IV: Placement Factors

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 TDY purposes. Must meet the requirements of AR 600-9 (height/weight), and prior to entry, must complete an appropriate medical examination at MEPS in accordance with Chapter 22 and 4, AR 40-501. Must meet the requirements of Chapter 2, NGR 600-5 prior to appointment. Upon selection, will be assigned to **DCSPER** and assigned to a compatible military position in **MOS 42A**. Must reside or agree to move within commuting distance of position. Onboard AGR soldiers will meet the minimum criteria of NGR 600-200. POSSIBLE 3-YEAR ASSIGNMENT AS A RECRUITING AND RETENTION NCO DURING SELECTEE'S CAREER

SECTION V: Summary Of Duties

Performs duties of and supervises specific human resources functions in a personnel office. Advises commanders on personnel readiness and strength levels of supported reporting units with oversight of the personnel readiness element of the State Unit Status Reporting. 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. Prepares and monitors requests for promotions to include promotion declinations, reconsideration for promotions, and reduction actions. Arrange for reduction and removal boards for Soldiers on local promotion standing lists. Plans and executes all centralized and decentralized enlisted promotion and retention boards using NGABS or equivalent systems. Process all results of enlisted board actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leave, and passes, line of duty determination, Military Personnel (MILPER) data and information management, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, training Soldier support file, and unit administration. 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). 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. Responsible for oversight, administration, and implementation of policies pertaining to state medical affairs, and exercise of programs such as: Line Of Duty (LOD) Investigation Program and Incapacitation Pay Program. Manages the funds associated with the health services account and provides an accounting for expenditures as required. Have knowledge of Guard Incentive Management System (GIMS) to assist in processing all incentives transactions. Assist in ensuring all Non-Prior Service (NPS), Prior Service (PS), Reenlistment/Extension (REB) and officer Accession (OAB) bonuses are processed in a timely manner. Performs other duties as assigned.

SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.ararng.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 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 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.