

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: Operations NCO	Position Number: 19-024A	Open Date: 8 February 2019 Close Date: 14 February 2019
MOS/Branch of Position: 13Z	Position PULHES: 112211	Enlisted Not to Exceed SGM/E-9
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		HHB 2/142d Barling, 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 a current onboard AGR member of the AR ARNG, possess Military Occupational Specialty (MOS) 13Z and minimum grade of SGM/E-9.
- **Onboard Non-MOSQ ONLY:** Must be in a minimum grade of MSG/E-8. Must possess or be able to obtain MOS 13Z.
- **Medical Qualifications:** 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. **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.**

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). Must meet the requirements of chapter 3 in lieu of chapter 2, as per AR 40-501, for accession into the AGR program. Must meet the requirements of Chapter 2, (except as noted above) NGR 600-5 prior to appointment. Upon selection, will be assigned to a compatible military position in **HHB 2/142d, MOS 13Z**. Must reside or agree to move within commuting distance of **Barling, AR**. 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

The incumbent serves as the full time Operations NCO. Procures training areas for the Battalion and produces and distributes a variety of training aids, maps, and map overlays necessary for operations and training. Uses the automated scheduling system to request the use of training areas, ranges, barracks, dining facilities and training facilities. Drafts for approval yearly training programs, circulars and other memoranda to ensure compliance with directives and publications of higher headquarters. Maintains a policy file on all operations, training and readiness activities. Prepares routine correspondence and drafts replies on complicated 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 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 orders, operating instructions, reports and related technical materials. 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** within the last 12 months.
 - * 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.