

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: Assistant Warrant Officer Strength Manager	Position Number: 19-081A	Open Date: 9 May 2019 Close Date: 22 May 2019
MOS/Branch of Position: 420A/011A0	Position PULHES: 132221	Warrant Officer, Not to Exceed CW3
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		Recruiting and Retention Camp Robinson, AR

SECTION II: Area of Consideration

(1) Priority Placement Roster; (2) Lateral (Military Occupational Specialty (MOS) or MOS 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; (5) Members of the Arkansas Army National Guard (AR ARNG) who are able to obtain required MOS (NCO's must have a proponent approval memorandum to apply); (6) Those eligible to become members of the Arkansas Army National Guard (AR ARNG), who possess or are able to obtain required MOS must have a proponent approval memorandum.

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 and grade of CW3.
- **Onboard Non-MOSQ and New Hire:** Must be in a maximum grade CW3, minimum grade of WO1 OR qualified Non-Commission Officers with proponent approval to enter the Warrant Officer Education system. (Must be MOSQ within 12 Months from date of selection.)
- **Medical Qualifications:** Must have a minimum physical profile of 132221. 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. Additionally, non-MOS qualified applicants must medically qualify for Initial Entry Warrant Officer Candidate School and MOS reclassification. There is NO alternate event authorized for the Army Physical Fitness Test while attending Warrant Officer Candidate School. NCOs must meet appointment physical standards IAW Chapter 2, 40-501 and height and weight standards of AR 600-9. Must meet 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.
- **Must possess or be able to obtain a SECRET Security Clearance.**
- **Other Requirements:** Upon selection, must complete mandatory Full-Time Support (FTS) training (Officers Strength Management Course) at the Professional Education Center (PEC) within 12 months of assignment if applicable. **Note:** Individuals who exceed the maximum grade of this position may apply, however, they will be required to accept an administrative reduction in grade prior to being placed into this position.

(1) A minimum score of 110 in aptitude area GT on the ASVAB

(2) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice).

(3) Non-Commission Officer must complete WOCS and WOBC within 12 months from the date of selection.

(4) Must provide written consent authorizing 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 captures system check.

In addition: POSITIONS OF SIGNIFICANT TRUST AND REQUIREMENTS (RECRUITING AND RETENTION COMMAND POSITIONS):

Reference: ALARACT 188/2014, HQDA EXORD 193-14 Screening of Sexual Harassment/ Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust.

Note: Applicants applying for POST positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, selectees will be placed in a temporary FTNGD/OS status until NGB Level Checks come back favorable, if these checks come back less than favorable the selectee will be separated from FTNGD/OS status and disqualified for Recruiting and Retention Command (Arkansas) positions.

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- Must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

SECTION IV: Placement Factors

Must have a working knowledge of Recruiting Operations Systems, Warrant Officer Procurement, and Federal Recognition, AUVS, SMMS, DPRO, and all Microsoft Office programs. Knowledge of Warrant Officer MOS's. Skill in telephone prospecting, interviews, and counseling. Knowledge of marketing or working with publicity material. Ability to speak clearly in front of large groups. Ability to work with diverse groups. Skill in working with regulations or applying policy. Skill in sales training. Typing speed of 35 words per minute (WPM) is desirable. 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 AR 600-9 (height/weight). Must meet the requirements of chapter 3 as per AR 40-501, for accession into the AGR program or chapter 2 as per AR 40-501, for accession into the Warrant Officer program. Must meet the requirements of Chapter 2, NGR 600-101 prior to appointment and pass the Army Physical Fitness Test on a semi-annual basis. Must reside or agree to move within commuting distance (50 miles) of the position. Onboard AGR Soldiers will meet the minimum criteria of NGR 600-200. Upon selection, will be assigned to HQ R&R and assigned as the Assistant Warrant Officer Strength Manager with military position in MOS 011A0.

SECTION V: Summary Of Duties

The incumbent serves as the Warrant Officer recruiter and assists with the management of all aspects of State level Warrant Officer Procurement and attrition management. This includes: Recruiting qualified personnel for entry into the Arkansas Army National Guard (ARARNG) Warrant Officer program in accordance with applicable regulations. Contacts, interviews, and counsels enlisted, prior service, and other service personnel interested in pursuing and commissioning into the Arkansas Army National Warrant Officer Program. Recruits, interviews, and counsels prospective Warrant Officer Applicants. Presents formal and informal presentations on the features and benefits of the Warrant Officer Program. Distributes and displays recruiting publicity material. Discusses individual aims and goals to include security, personal aptitudes, training opportunities, job satisfaction, stability, and advancement. Train, advise, and counsel all candidates prior to entering the initial Warrant Officer Education System. Schedules and manage all WOCS and WOBC training applications and administrative requirements prior to candidates reporting for training. Assists in market research, analysis, and makes appropriate recommendations to the Warrant Officer Strength Manager (WOSM). Plans, organizes, and coordinates recruiting activities. Develops and directs training programs to assist in the procurement of qualified applicants. Performs other duties as assigned in support of the Arkansas Army National Guard's Strength Maintenance Plan.

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 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.**
9. **DD Form 369**, Police Records Check, must have a separate form for each place the applicant has lived, worked, or attended school for the last seven (7) years, must be continuous with no gaps in history.
10. **DA Form 7424**, Sensitive Duty Assignment Eligibility Questionnaire, must be signed by commanders of the Soldiers.
11. **Proponent Approval Letter** – Enlisted only.

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.