

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: Human Resources NCO	Position Number: 19-237A	Open Date: 7 November 2019 Close Date: 20 November 2019
MOS/Branch of Position: 42A	Position PULHES: 323222	Enlisted Not to Exceed SGT/E-5
Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		HSC, 777 TH ASB Camp Robinson

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 SGT/E-5.
- **Onboard Non-MOSQ:** Must be in a minimum grade of SGT/E-5. Must possess or be able to obtain MOS 42A within 12 months (A minimum GT of 100 and CL of 90 score on 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 world-wide deployable by a Medical Review Board. Soldiers with outstanding medical issues (temporary profiles) are not qualified for entry into the AGR Program. Must meet the OPAT rating of Significant.
- **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. **Required Security Level is SECRET due to the MOS requirement of this position.**

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 **HSC 777TH ASB** 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. POSSIBLE 3-YEAR ASSIGNMENT AS A RECRUITING AND RETENTION NCO DURING SELECTEE'S CAREER

SECTION V: Summary Of Duties

The selectee performs clerical and/or technical work assignments in one or more areas of military personnel work with guidance from the S1 NCOIC. Prepares recommendations for personnel actions. Processes Non-Commissioned Officer Evaluation Reports (NCOERs) and Officer Evaluation Reports (OERs). Ensures all Soldiers' military records are scanned into Personnel Electronic Management System (IPERMS). Prepares and monitors requests for reductions, transfers, and discharges using the Military Personnel Office (MILPO) orders system. Prepares and monitors requests for identification tags, line of duty determination, Military Personnel (MILPER) data and information management,

personnel processing, personnel security clearances, and unit administration. Prepares and processes requests for transfer or reassignment. Prepares and maintains Officer and Enlisted personnel records. Opens, sorts and routes incoming mail, and messages to appropriate office. Prepares and monitors Enlisted Promotion System (EPS) documents. Files documents in accordance with Army Record Information Management System (ARIMS). Processes pay actions using My Unit Pay (MUP). Prepares military and non-military correspondence, messages, orders, recurring and special reports, forms, directives, and similar material and assembles final product for review, signature, authentication, or other disposition. May also be responsible for retention, strength reporting (In detail) and discharges In Accordance With (IAW) Army Regulation (AR) 135-78 and National Guard Regulation (NGR) 600-200. Receives and quality controls applications for Full Time National Guard Duty for Operational Support (FTNGD-OS) packets. Prepares, submits and tracks Standard Form (SF)-52s for FTNGD-OS, AGR and technician positions. 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 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.