

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: ADMIN NCO	Position Number: 19-303A	Open Date: 21 December 2019 Close Date: 10 January 2019
MOS/Branch of Position: 68W	Position PULHES: 111121	Not to Exceed: SGT/E-5
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		Det 1 HHC, 1-153 Gum Springs, AR

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; (5) Members of the Arkansas Army National Guard (AR ARNG) who are able to obtain required MOS; (6) Those eligible to become members of the Arkansas Army National Guard (AR ARNG), who possess or are able to obtain 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 68W and SGT/E5.
- **Onboard Non-MOSQ and New Hire:** Must be eligible for award of MOS 68W or become MOS qualified with one year. Must be in a minimum grade of SPC/E-4. Must possess a minimum aptitude GT score of 107 and ST score of 101. Must be a current member of the AR ARNG. Must have a physical profile (PULHES) no higher than 111121.
- **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.

SECTION IV: Placement Factors

Must possess or be able to obtain a secret security clearance. Experience and /or familiarity with the following are desirable: MS Office software applications, and RCAS. Must be knowledgeable in supply management. Must have experience using PBUS. Must have experience in physical security procedures in accordance with AR 190-51 and AR 190-11. 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 in accordance with AR 40-501. Must meet the requirements of AR 135-18 prior to appointment and pass the Army Physical Fitness Test on a semi-annual basis. Must meet the requirements of NGR 600-5 prior to appointment. Onboard AGR soldiers will meet the minimum criteria of NGR 600-200. Upon selection, will be assigned to **Det 1 HHC, 1-153 IN**, and assigned to a compatible military position in **MOS 68W**. Must reside or agree to move within commuting distance of duty position. POSSIBLE 3-YEAR ASSIGNMENT AS A RECRUITING AND RETENTION NCO DURING SELECTEE'S CAREER. Must be able to operate military vehicles organically to the organization. Working knowledge of supply management doctrine as outlined in DA Pam 710-2-1. Working knowledge of Army and National Guard Physical Security procedures per AR 190-11, AR 190-51, and AR ARNG 190-1.

SECTION V: Summary Of Duties

The selectee is responsible accomplishing day to day requesting, receiving, hand receipting, delivery and turn-in of all property book items. Accounts for Organizational Clothing and Individual Equipment (OCIE) items hand receipted to the unit by issue and turn-in from individuals. Request, receives, stores and turns in property as required and directed by the Property Book Officer. Ensures the unit is in compliance with Army National Guard Regulation (ARNGR) 1-201 and Army Regulation (AR) 750-1. Inventories sensitive items in accordance with current directives. Assists in managing unit level property book assets, performs maintenance functions, and manages military driver's license information through the Global Combat Support System- Army (GCSS-Army). Represents the Detachment Commander on all supply related visits. Manages personnel actions utilizing Reserve Component Automation System (RCAS) Web and Personnel Electronic Records Management System (IPERMS) for unit level administrative updates. Create Training Schedules and monitor each Soldier's individual training progress through Digital Training Management System (DTMS). Oversee the unit's physical fitness, height and weight program, as well as weapons qualifications. Create travel authorizations and vouchers through Defense Travel System (DTS). Have a working knowledge of Army Training Resource Requirements System (ATRRS) for schools input/prepare Soldiers for schools. Track progress of unit Mission Essential Task List (METL) Tasks through DTMS. Use Reserve Facility Management Support System (RFMSS) to schedule training areas, ranges, and training aids. Must be familiar with the workings of the Central Issue Facility (CIF)-Installation Support Module (ISM). Will be responsible for funding associated with unit level Government Purchase Card (GPC) and functions associated with the Access Online management program. Performs additional 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. (must be within 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.