

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)

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| Position Title: Property Book Officer | Position Number: 20-003A | Open Date: 9 January 2020 Close Date: 15 January 2020 |
| MOS/Branch of Position: 920A | Position PULHES: 222222 | Warrant Officer Not to Exceed CW4 |
| HRO Point of Contact | | Duty Location |
| Human Resource Office Telephone# :(501) 212-4201 | | 39 th IBCT 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) Onboard AGR Officers of the Arkansas Army National Guard who possess or are able to obtain the required Officer Branch

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 920A and minimum grade of CW3. Must have completed Warrant Officer Advanced Course (WOAC).
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 222222. 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.

SECTION IV: Placement Factors

Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. Army Guard applicants not currently serving on an AGR Tour must be able to serve at least 5 years in the AGR program prior to completing 18 years Active Federal Service (AFS). May be required to fly in military or commercial aircraft for TDY purposes. Upon selection, will be assigned to the 39th IBCT. Because of mission requirements, must reside or agree to move within commuting distance of **Camp Robinson, North Little Rock, AR.**

SECTION V: Summary Of Duties

The incumbent serves as a Property Book Officer in the 39th IBCT, Logistics Property Accountability Team. Responsible for maintaining Organizational and Installation Property Books and supporting documentation. Will be accountable, responsible and personally liable for assets of assigned units. Assures that all organizational and installation property authorized is on hand or on request. Reviews and interprets authorization documents. Assists in the training of supply personnel in management of receipt documents, as well as receipt, storage, security, issue and maintenance of supplies and equipment. Performs other 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.
 - * 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 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. **Enlisted service members (proponent approved memorandum)**

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.