

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: Aide de Camp	Position Number: 20-120A	Open Date: 14 May 2020 Close Date: 8 June 2020
Branch of Position: 11A, 12A, 13A, 15A/B, 88A, 90A, 91A,	Position PULHES: IAW DA Pam 611-21	Officer: 1LT(O2) CPT(O3) with Date of Rank after 30 SEP 2018
HRO Point of Contact		Duty Location
Human Resource Office Telephone# :(501) 212-4201		Joint Force Headquarters Camp Robinson, North Little Rock, AR

SECTION II: Area of Consideration

(1) Officer, 1LT (O2) or CPT (O3). Must be a Basic Officer Leader Course (BOLC) Graduate. Prefer Captain Career Course Graduate. CPT DOR after 30 September 2018.

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.*)

- **Medical Qualifications:** Soldiers who apply to enter the Active Guard Reserve program (AGR) must meet Chapter 3, AR 40-501 medical retention standards. 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:** Must be able to operate military vehicles organic to the organization.

SECTION IV: Placement Factors

Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly military or commercial aircraft for TDY purposes. Must meet the requirements of AR 600-9 (height/weight), and prior to entry. Must meet Chapter 3, AR 40-501 medical retention standards. Must meet the requirements of Chapter 2, NGR 600-5 prior to appointment. Upon selection, will be assigned to **JFHQ** and assigned to a compatible military position of branch immaterial. Must reside or agree to move within commuting distance of duty position.

SECTION V: Summary Of Duties

Serves as Aide-de-Camp to The Adjutant General (TAG) of the Arkansas National Guard. Responsible for managing correspondence, planning and preparing trip itineraries, coordinating protocol events and performing routine activities for the Adjutant General. Prepares, organizes and coordinates calendars and schedules. Duties may include service as an executive assistant, email management, organizing social functions, logistical coordination and providing security for the General. Accompanies TAG on all scheduled missions. Coordinates with Commanders and other military officials of greater rank on behalf of TAG. Creates, maintains, and distributes TAG's itinerary to appropriate personnel. Ensures high standards, discipline, and performance are maintained consistent with the TAG's intent and Army Regulation in order to provide an example for all others. Coordinates, Anticipates, and Verifies.

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. Officer Records Brief DA Form 4037 (ORB)**
 - * If ORB 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 OERs.**
 - * 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).
- 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

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.