

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 Operation NCO	Position Number: 21-079A	Open Date: 5 June 2021 Close Date: 11 June 2021
MOS/Branch of Position: 12B	Position PULHES: 111221	Enlisted Not to Exceed SSG/E-6
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		HHC 239 th BEB Conway, Arkansas

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 an MOS of 12B SSG/E6.
- **Onboard Non-MOSQ ONLY:** Must be minimum grade of SGT/E-5, maximum grade of SSG/E-6. Must be able to obtain an MOS of 12B within 12 months. Must possess a minimum CO aptitude score of 87.
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 111221. 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. Desirable: Knowledge of common computer applications (i.e., Microsoft Office, ATRRS, PC-ASORTS and TESS). Must be able to operate military vehicles organic to the organization. Must have working knowledge of Army Training doctrine as outlined in FM 7-0 and FM 7-1. Must possess or be able to obtain a Security Clearance no lower than Secret.

SECTION IV: Placement Factors

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 at MEPS in accordance with Chapter 22 and 4, AR 40-501. Must meet the requirements of Chapter 2, NGR 600-5 prior to appointment. Upon selection, will be assigned to **HHC 239TH BEB** and assigned to a compatible military position in **MOS 12B**. Must reside or agree to move within commuting distance of duty position. Onboard AGR Soldiers will meet the minimum criteria of NGR 600-200. POSSIBLE 3-YEAR ASSIGNMENT AS A RECRUITING AND RETENTION NCO DURING SELECTEE'S CAREER

SECTION V: Summary Of Duties

The selectee will be responsible for carrying out the Administrative Officer's plans and programs for the accomplishment of the activity's training objectives and missions. Utilizes GCSS-Army to function as the company Master Driver Access Administrator. Responsible for maintaining training management to increase unit readiness in accordance with the Army Sustainable Readiness Model (SRM). Develops yearly and longer training plans, prepares unit training schedules, credits unit training completion, and manages Soldier's training records utilizing the Digital Training Management System (DTMS). Reads, translates, and executes OPODs, FRAGOs, and WARNOs from higher headquarters. Will be the unit POC for M-day TDY and travel using the Defense Travel System (DTS). Manages unit training seat selections for funding allocation utilizing ATRRS Funding Allocation Model (AFAM). Requests orders when necessary using the Department of the ARMY Mobilization Processing System (DAMPS). Prepares plans and reports pertaining to readiness and mobilization. Directs scheduling and coordination for the use of training sites and facilities. Ensures the arrangement for equipment and supplies needed for training activities. Procures or directs the procurement of training aids, manuals, or other instructional material. Schedules military schools using ATTRS. Must be familiar with range operations, BEB operations (FM 4-90), training (AR 350-1), and the Army Physical Fitness program (FM 7-22). M-day duties will include: section leader in the supply section, general supply supervisor for warehouse operations. Attends all additional training assemblies and provides assistance and guidance for the preparation of training. Travels to various training sites to draw vehicles and equipment, prepare ranges for use, and generally to conduct necessary prior preparation to ensure the activity will have the maximum amount of time available for training. May be required to assist with training in other activities. 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 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.