

# 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)

|   |                                    |  |
|---|------------------------------------|--|
| <b>Position Title:</b><br>Personnel Services (NCO)  | <b>Position Number:</b><br>21-094A | <b>Open Date:</b> 15 June 2021<br><b>Close Date:</b> 21 June 2021        |
| <b>MOS/Branch of Position:</b><br>42A               | <b>Position PULHES:</b><br>323222  | <b>NTE:</b> SSG/E-6  |
| <b>HRO Point of Contact</b>                         |                                    | <b>Duty Location</b>   |
| Human Resource Office<br>Telephone#: (501) 212-4201 |                                    | Deputy Chief of Staff Personnel (DCSPER)<br>Camp J.T. Robinson, 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; (5) Members of the Arkansas Army National Guard (AR ARNG) who 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 42A and minimum grade of SSG/E-6. **Onboard Non-MOSQ Onboard AGRs must have completed 18 months in current assignment:** Must be in a minimum grade of SGT/E-5. Must be able to obtain MOS 42A within 12 months (requires a minimum aptitude CL score of 90 and GT score of 100).
- **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.
- **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. All applicants must possess a current and valid civilian driver's license. **All Recruiters and Drill Sergeants will undergo extensive background checks which will include an FBI fingerprint check, State and Local Criminal History Repository check, behavioral health medical record review that will consider any behavioral health diagnoses and treatment provided within the last 12 months, and the United States Department of Justice National Sex Offender Public Registry. Must possess a Secret security clearance or obtain one within six months. Inability to meet ALL the above requirements will result in disqualification of application; application will not be forwarded for an interview. Applicant will not be eligible to apply for any future positions.**

#### 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. The Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. Possess or be able to obtain a Security Clearance no lower than Secret. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Must meet the requirements of 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 prior to appointment and pass the Army Physical Fitness Test on a semi-annual basis. Upon selection, will be assigned to Joint Forces Headquarters and assigned to a compatible military position in MOS 42A. Must have experience with IPERMS and IPPS-A. Must be proficient with Microsoft Office, PowerPoint, Access and Excel. Must have experience in the preparation and processing of NCOER's. Must reside or agree to move within commuting distance of the position. Onboard AGR Soldiers will meet the minimum criteria of NGR 600-200.

#### SECTION V: Summary Of Duties

Performs Human Resource NCO duties in a personnel office. Must and be able to work the different personnel functions at Deputy Chief of Staff Personnel (DCSPER). Have knowledge of Defense Enrollment Eligibility Reporting System (DEERS), Process IPPS-A transactions for the State from images sent through Interactive Personnel Electronic Records Management System (IPERMS); Generate and IPERM state service awards; QC all Federal and State awards submitted for IPPS-A transactions through IPERMS; verify and process awards for deceased Soldiers and family members; Process Discharge requests. Performs complex queries and reports using Microsoft Access and Excel. Assists in compiling data and reports during and after any Soldier Readiness Processing (SRP). Subject matter expert for all State level personnel transactions. Assists in Standard Operating Procedure (SOP) and policy development and implementation. Performs other duties as assigned.

**SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.aranng.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 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.