

Arkansas Army National Guard

One Time Occasional Tour (OTOT)

Position Vacancy Announcement

SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

Position Title: State Command Chief Warrant Officer	Position Number: 23-0080	Open Date: 02 June 2023 Close Date: 17 June 2023
MOS/Branch of Position: Immaterial	Position PULHES: 222222	Rank Considerations: CW5 or Promotable CW4
HRO Point of Contact		Duty Location
Human Resource Office Telephone# : (501) 212-4201		JFHQ Camp Joseph T. Robinson, North Little Rock, AR.

SECTION II: Area of Consideration

Position is open to all CW5 or CW4 promotable Warrant Officers who are current members of the Arkansas Army National Guard. Position is MOS Immaterial. Applicants must be an AGR, Technician or M-day Soldier who is a current member of the National Guard.

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 with a numerical indicator of P3 or P4 in any profile factor (PULHES) must have been determined fit for duty and worldwide deployable by a Medical Review Board. A current Periodic Health Assessment (PHA) within 12 months is required for appointment under a One-Time Occasional Tour (OTOT). Soldiers with outstanding medical issues (temporary profiles) will not be considered for an OTOT.
- **Other Requirements:** Must possess SECRET Security Clearance.

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. 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 Temporary Duty (TDY) purposes. Upon selection, the applicant will be assigned to Joint Force Headquarters, Arkansas Army National Guard. Must reside or agree to move within commuting distance of the Camp Robinson, Arkansas. PCS is authorized.

This position will be a 3 year one-time occasional tour (OTOT). Any status of Soldier who meets the area of consideration may apply to include dual-status technicians, M-day Soldiers, or title 32 AGR Soldiers. Selection for an OTOT does not constitute entry into the career AGR program. AGR applicants must have 17 years active federal service to comply with NGR 600-5, Paragraph 3-6, to prevent Soldier selection from exceeding the three year limitation for this tour.

Must meet the requirements of Army Regulation (AR) 600-9 (height/weight). Must meet the requirements of Chapter 3 as per AR 40-501, for appointment to an OTOT position. Must meet the requirements of Chapter 2, AR 135-18 and Physical Fitness Test In Accordance With (IAW) AR 350-1 prior to appointment.

SECTION V: Summary Of Duties

The incumbent serves as the senior warrant officer in the state managing the military aspects of all full time and traditional National Guard warrant officers. Serves as the primary advisor and spokesperson regarding issues related to the analysis and enforcement of established policies and standards for all warrant officers. Program areas managed include military issues related to readiness, as well as the performance, care, conduct, appearance, effective personnel utilization, management, education and training of all warrant officer guard members within the state. Responsible for ensuring subordinate Warrant Officers comply with the state's warrant officer program goals and objectives. Regularly interacts with senior warrant advisors and commissioned officers of other Department of Defense (DoD) components. Participates in a variety of DoD, Federal, and State level advisory councils. Assists in development and administration of state rules and procedures that are adapted from policies prescribed by the National Guard Bureau and Department of Army, as they pertain to Warrant Officers. Manages, studies, analyzes and oversees the administration, coordination, planning, development, and execution of all National Guard (NG) warrant officer programs with particular emphasis on readiness, morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment and reassignment, administration and utilization, as they affect the service contributions of NG warrant officer personnel to the accomplishment of the state's missions. Counsels warrant officers on issues not referred through official military or technician channels. Advises the state NG leadership and staff, as well as other appropriate supervisors, when friction areas arise and formulates means of resolution. Provides guidance to NG Military personnel sections to assure proper dissemination, clarification and administration of promotion policies for warrant officers. Analyzes and determines the best course of action, in the preparation, inception and maintenance of recruiting and retention programs for warrant officers. Reviews and provides counsel to the Senior NG Staff on all inquiries concerning operations, administration, policy, etc., that affect, or are projected to affect, warrant officers. Makes recommendations for improvement, expansion, increased warrant officer involvement and command utilization, etc., and oversees the development of local and statewide SOP's and other guides that further the understanding among warrant officers and provide dynamic motivation for efforts toward attainment of readiness.

SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.aranng.mbx.hro-agr-applications@army.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. Missing documents or documents not following the attachment guidelines, listed below, will be disqualified (DQ) and not sent to the hiring official. 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, applicants must meet the 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 and 17) must be explained in the space provided on the NGB 34-1. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given.

ATTACHMENT GUIDELINES- Submit the following documents with the NGB 34-1 in the order listed below. All documents will be in a single scrollable PDF file, not as attachments to the NGB 34-1. Multiple attachments in a single email will cause your application to be DQed. Your application will have the following naming convention: EOA#_Lastname_Firstname.

1. **NGB 34-1- Application for Active Guard/Reserve (AGR) Position. NGB 34-1 must be signed in original ink/digital signature. Must utilize most recent version (20131111)**
2. **Letter to the Hiring Official-** This will be used to address any discrepancies within the packet. If a discrepancy is found and not addressed in the letter, the packet will be DQed. If there are no discrepancies, the letter is not needed.
3. **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**. PHA must not be overdue (within 15 months)
4. **DA Form 705**, APFT Scorecard (must be within 12 months). Ht/Wt must be listed on the DA 705. If you are outside of regulatory standards or HT/WT is not listed, a DA Form 5500-R or 5501-R must be attached.
5. **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.
6. **Enlisted Records Brief (ERB)/Officer Records Brief (ORB)**
 - * If ERB does not include ASVAB scores, you must also attach **DD Form 1966/1 or other record of ASVAB scores/course completion.**
 - * ERB must be pulled within the last 6 months.
7. **Last three (3) current NCOERS and/or OERs, (Selection ERB/ORB).**
 - * Missing reports must be explained utilizing Letter to the Hiring Official to address due or overdue reports not filed in the Soldiers IPERMS account. (Due or Overdue is determined by the date on your last OER/NCOER).
8. **Retirement Points Accounting Statement (RPAS) Statement (Must be within last 30 days of the closing date of the announcement).**
9. **SF 181, Race and National Origin Identification**
10. **NGB 34-3, Certificate of Agreement and Understanding OTOT**

Equal Opportunity

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.