

# Arkansas National Guard

## Announcement for Army 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> Admin/Supply NCO	<b>Position Number:</b> 22-053A	<b>Open Date:</b> 05 March 2023 <b>Close Date:</b> 20 March 2023
<b>MOS/Branch of Position:</b> 13J	<b>PULHES:</b> 222221	<b>Maximum Grade:</b> SGT/E-5

Point of Contact	Duty Location
Human Resource Office Telephone#: (501) 212-4201	HHB 1-206th FA BN Paris, AR

### SECTION II: Area of Consideration

**(1) Priority Placement Roster (2) Lateral AGR Onboard (3) AGR Promotion list in the CMF MOS; (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; (6) Those eligible to become members of the Arkansas Army National Guard (AR ARNG), who possess or 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 an MOS of 13J SGT/E-5
- **Onboard Non-MOSQ and New Hire ONLY:** SGT/E-5 must be able to obtain an MOS of 13J within 12 months. Must possess a minimum FA aptitude score of 93.
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 222221. 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, ATTRS, DTMS, DAMPS, DTS, ATN, AFAM and FMSWeb). 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

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. 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 accession into the AGR program. Must meet the requirements of Chapter 2, AR 135-18 and Physical Fitness Test In Accordance With (IAW) AR 350-1 prior to appointment. Upon selection, will be assigned to HHB 1-206th FA BN and assigned to a compatible military position in MOS 13J. Must reside or agree to move within commuting distance of the position. Onboard AGR Soldiers will meet the minimum criteria of National Guard Regulation (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 assisting the Unit Readiness NCO and Supply NCO with plans and programs for the accomplishment of the activity's training objectives and missions. Assists in maintaining soldier records in IPERMS, DTMS, and IPPS-A. Processes awards, promotions, and personnel actions as required. Prepares plans and reports pertaining to readiness and mobilization. Assists in accomplishing day to day requesting, receiving, hand receipting, delivery, and turn-in of all property book items. Accounts for OCIE items hand receipted to the unit by issue and turn-in from individuals. Requests, receives, stores, and turns in property as required and directed by the Supply NCO and/or Property Book Officer. May operate GCSS-Army as the company Master Driver Access Administrator. Ensures the arrangement for equipment and supplies needed for training activities. Procures or directs the procurement of training aids, manuals, or other instructional material. 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. Reads, translates, and executes OPORDs, FRAGORDs, and WARNORDs from higher headquarters. Requests orders when necessary, using the Department of the ARMY Mobilization Processing System (DAMPS) and assists with TDY and travel using the Defense Travel System. Must be familiar with range operations, Army Training and Leader Development (AR 350-1), the Army Physical Fitness program (FM 7-22), the Army Body Composition Program (AR 600-9), and Army Physical Security procedures (AR 190-11 and AR 190-51.) M-day duties will include serving as a Team Leader. 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.aranng.mbx.hro-agr-applications@army.mil](mailto: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**

#### 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.**