

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)

Position Title: Military Personnel Technician	Position Number: 24-070A	Open Date: 11 April 2024 Close Date: 11 May 2024
MOS/Branch of Position: 420A	PULHES: 111231	Maximum Grade: CW2

Point of Contact	Duty Location
Human Resource Office Telephone#: (501) 212-4213	39 th IBCT, HHC Camp Robinson, AR 72199

SECTION II: Area of Consideration

(1) Priority Placement Roster; (2) MDAY DMOSQ Warrant Officers in the grade of W1 through W3 and other members of the Arkansas Army National Guard (AR ARNG) with an approved pre-determination memorandum; (3) Those eligible to become members of the AR ARNG, who possess the required Warrant Officer Branch.

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.)*

- **New Hire and Onboard:** Must be in a minimum grade of W01. Be eligible to become qualified within one year in Branch 420A. **NOTE:** Enlisted Soldiers can apply for this position but must possess an **NGB approved predetermination for appointment as a Warrant Officer in Branch 420A** to be eligible for this position and must be included with the application. Enlisted Soldiers will be required to obtain a Secret security clearance and be appointed as a Warrant Officer Candidate by the State prior to assignment in an AGR Warrant Officer position.
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 111231. 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. A physical demands rating of moderately heavy.
- **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. **Must possess or be able to obtain a 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. 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 HHC, 39th IBCT, and assigned to a compatible military position in MOS 420A. 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.

SECTION V: Summary Of Duties

The incumbent is responsible for carrying out the brigade personnel and administrative plans and programs. Drafts, for approval, promotion lists, policy letters, rating schemes, and other memoranda to ensure compliance with directives and publications. Develops and updates mobilization plans in the area of personnel. Closely monitors the MOS qualification program within the brigade and prepares and submits MOS Qualification Status Reports. Maintains status of OERs, NCOERs, and awards. Monitors officer eligibility requirements, administrative procedures, applications, processing and other related officer personnel actions including branch and MOS change requirements. Monitors officer and warrant officer promotions, WOFR/WOSR, separations, IST/ISRs, IPPS-A actions, and federal recognition. Attends all additional training assemblies and provides assistance and guidance for the preparation of training. Prepares and submits the personnel portion of the Unit Status Reports, and other personnel related reports. May be required to assist subordinate units with administrative requirements. 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. 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. **NGB approved predetermination for appointment as a Warrant Officer**
3. **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.
4. **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)
5. **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.
6. **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.
7. **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.
8. **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).
9. **Retirement Points Accounting Statement (RPAS) Statement (Must be within last 30 days of the closing date of the announcement).**
10. **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.