

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: Human Resource NCO	Position Number: 24-134A	Open Date: 23 August 2024 Close Date: 06 September 2024
MOS/Branch of Position: 42A	PULHES: 323222	Maximum Grade: SSG/E-6
Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4213		239 th BEB Conway, 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 MOS 42A and minimum grade of SSG/E-6.
- **Onboard Non-MOSQ and New Hire ONLY:** Must be in a minimum grade of SGT/E-5. Must possess or be able to obtain MOS 42A within 12 months (A minimum GT score of 100 on ASVAB).
- **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 worldwide 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 **HHC, 239th BEB** and assigned to a compatible military position in MOS 42A. 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 provides the S1 assistance in the area of administration. Advises the Commander on Soldier issues, personnel readiness and the strength level of the unit. Performs clerical and/or technical work assignments in one or more areas of military personnel work with guidance from S1. Prepares recommendations for personnel actions. Processes Non-Commissioned Officer

Evaluation Reports (NCOERs) and Officer Evaluation Reports (OERs). Ensures all Soldiers' military records are scanned into Personnel Electronic Management System (iPERMS). Prepares and monitors requests for reductions, transfers, and discharges using the Integrated Personnel and Pay System Army (IPPSA) orders system. Prepares and monitors requests for identification tags, line of duty determination, Military Personnel (MILPER) data and information management, personnel processing, personnel security clearances, and unit administration. Prepares and processes requests for transfer or reassignment. Prepares and maintains Officer and Enlisted personnel records. Opens, sorts and routes incoming mail, and messages to appropriate office. Prepares and monitors Enlisted Promotion System (EPS) documents. Files documents in accordance with Army Record Information Management System (ARIMS). Prepares military and non-military correspondence, messages, orders, recurring and special reports, forms, directives, and similar material and assembles final product for review, signature, authentication, or other disposition. May also be responsible for retention, strength reporting (In detail), awards, and discharges In Accordance With (IAW) Army Regulation (AR) 135-78 and National Guard Regulation (NGR) 600-200. Performs other duties as assigned.

SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.aranrg.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 disqualified. Your application will have the following naming convention: EOA#_Lastname_Firstname.

1. **NGB Form 34-1** - Application for Active Guard/Reserve (AGR) Position.
* NGB Form 34-1 must be signed in original ink or digitally.
2. **Letter to the Hiring Official**
* This letter will be used to address any discrepancies in the packet. If a discrepancy is found and it is not addressed in this letter, the packet will be disqualified. If there are no discrepancies, this 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-TEST** - ACFT Scorecard
* Must be within 12 months of the closing date of the announcement.
* Height/Weight must be listed on the DA 705-TEST. If you are outside of regulatory standards or Height/Weight is not listed, a DA Form 5500/5501 must be attached, **regardless of exemption status**.
5. **DA Form 5500/5501** - Body Fat Content Worksheet (DA Form 5500 for males) (DA Form 5501 for females).
* If your weight on any document submitted with your application exceeds the screening table weight allowed in accordance with Army Regulation 600-9 you must include a Body Fat Content Worksheet, **regardless of exemption status**.
6. **DA Form 4037** - Enlisted Records Brief (ERB)/Officer Records Brief (ORB) (Selection ERB/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. **DA Form 2166-9** - Last three (3) current NCOERS and/or OERs
* 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. **NGB Form 23A** - Retirement Points Accounting Statement (RPAS)
* Must be within 30 days of the closing date of the announcement.
9. **SF 181** - Race and National Origin Identification
* This form is required to be in the packet, but identifying your race or National Origin is optional.

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.