

# 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> Training NCO	<b>Position Number:</b> 24-141A	<b>Open Date:</b> 27 August 2024 <b>Close Date:</b> 10 September 2024
<b>MOS/Branch of Position:</b> 68W	<b>PULHES:</b> 111121	<b>Maximum Grade:</b> SSG/E-6
<b>Point of Contact</b>		<b>Duty Location</b>
Human Resource Office Telephone#: (501) 212-4213		Medical Readiness Detachment CJTR, NLR, 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 68W 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 68W within 12 months (A minimum GT score of 107 and ST of 101 on ASVAB).
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 111121. 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. Must meet the OPAT rating of Moderate.
- **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

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 TDY purposes. Must meet the requirements of AR 600-9 (height/weight). Must meet the requirements of chapter 3 in lieu of chapter 2, as per AR 40-501, for accession into the AGR program. Must meet the requirements of Chapter 2, (except as noted above) NGR 600-5 prior to appointment. Upon selection, will be assigned to a compatible military position within the MEDICAL READINESS DET, MOS 68W. Must reside or agree to move within commuting distance duty position. Onboard AGR soldiers will meet the minimum criteria of NGR 600-200. POSSIBLE 3-YEAR ASSIGNMENT AS A RECRUITING AND RETENTION NCO DURING SELECTEE'S CAREER.

### SECTION V: Summary Of Duties

Serves as the full-time Training NCO and conducts Training and Readiness operations. Responsible for military training by devising and implementing training plans, guidelines, and procedures, reports and assessments for the unit and individual assigned. As the MEDDET Training NCO, applicant will prepare training guidelines, individual training records, operation orders, mobilization plans, SOP's, and readiness reports, and ensure availability of training areas and support facilities. Deconflicts training plans with adjacent units. Assembles and maintains statics on weapons qualifications, Medic table training and validation, Army Combat Fitness Test, Height and Weight measurements, and other critical data as required. Assists in production and distribution of training aids, maps, and map overlays necessary for operations and training. Develops the unit Mission Essential Task List (METL) and provides input for the yearly training plan. Drafts for approval yearly training programs, circulars, and other memoranda to ensure compliance with directives and publications of higher headquarters. Maintains a policy file on all operations, training, and readiness activities. Maintains a current and complete library of training material and publications. Prepares for monthly unit training meetings, training BUB slides, and assists in maintaining unit task tracker. Maintains training and mobilization files for the MEDDET and ensures units' files are to standard. Monitors, reviews, and analyzes all training and readiness reports. Drafts for approval requests for assistance and training support from

external agencies. Assists in the management of ammunition of the command to include determining requirements, apportioning sub-authorizations, forecasting, and monitoring usage during the training year. Keeps abreast of changes in requirements and sub-authorizations of ammunition. Screens service school applications, requests for orders, requests for temporary duty, and correspondence course applications for completeness and correctness. Manages the unit's OML for PME, service, school, and functional course considerations. Coordinates support requirements with external agencies. Assists in managing Full Time National Guard (FTNG) personnel and funds to support special projects. Requests orders for Annual Training (AT), Active-Duty Training (ADT), FTNG and travel. Serves as the alternate Safety NCO, ensuring the armory meets current state safety guidelines. Develops and executes training and operations programs to include training calendars, training schedules, and other training related files. Prepares or requests the appropriate personnel action (e.g ASI or MOS award) upon completion of required training and other qualifications. Supervises DTMS inputs, preparation of orders, operating instructions, reports, and related technical materials. Manages Operations & Training IAW current OIP inspection checklists/guidelines and ensures compliance. As a member of the MEDDET, applicant must be familiar with medical readiness requirements outlined in DA PAM 40-502, as well as operations and training doctrine of ADP 5-0, FM 7-0, and AR 350-1. Knowledge of DTMS, ATRRS, TAMIS, RFMSS, DAMPS, and DTS are vital to this role. Performs other duties as assigned.

**SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: [ng.ar.ararng.mbx.hro-agr-applications@army.mil](mailto:ng.ar.ararng.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 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.**