

# 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> Medical Readiness NCO	<b>Position Number:</b> 24-157A	<b>Open Date:</b> 27 September 2024 <b>Close Date:</b> 04 October 2024
<b>MOS/Branch of Position:</b> 68W	<b>PULHES:</b> 111121	<b>Maximum Grade:</b> SFC/E-7
<b>Point of Contact</b>		<b>Duty Location</b>
Human Resource Office Telephone#: (501) 212-4213		39 <sup>th</sup> IBCT Camp Robinson, 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;**

**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 SFC/E-7.
- **Onboard Non-MOSQ:** Must be in a minimum grade of SSG/E-6. 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, DTS, ATN, MEDPROS, MEDCHART, eProfile, 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 **39<sup>th</sup> IBCT** and assigned to a compatible military position in MOS 68W. 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 incumbent will work as the individual Administrative and Medical Readiness NCO for the **39<sup>th</sup> IBCT**. The purpose of this position is to monitor individual medical readiness classification (MRC) of all Soldiers in the **39<sup>th</sup> IBCT** and provide recommendations to the S1 to improve the organizations overall medical and personnel readiness. Conduct quality control of personnel actions submitted through iPERMS by subordinate's unit and make required updates in IPPS-A. Prepare weekly and monthly staff reports in the personnel and medical arena for the S1 and command group. Use AR 220-1 and DA Pam 220-1 to identify CUSR reasons for personnel and medical non-availability. Receive DA Form 2875 request for system access and ensure the necessary training is complete and roles are correct for MEDPROS, Med-Chart LOD application, and eProfile. Receive, track, and process enlisted discharges and officer separations for medical reasons IAW applicable regulations. Verify individual personnel and medical availability of Soldier requesting IST and conditional releases. Serve as the **39<sup>th</sup> IBCT** Alcohol and Drug Control Officer (ADCO), managing the brigades Army Substance Abuse Program (ASAP). Manage the **39<sup>th</sup> IBCT** annual 68W (Medic) sustainment and refresher training. Conduct UMR

and Personnel management IAW PPOM12-055 (HRH). Manages brigade LOD's in the role of intermediate command review in MEDCHART. Serves as a staff NCO for the 39<sup>th</sup> IBCT ISO the ARNG personnel readiness campaign by improving Admin/Medical system data quality, UMR management, medical readiness, and personnel readiness. Performs other duties as assigned.

**SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.arang.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**.
  - \* Individual Training Record (ITR) from DTMS will be accepted in place of the DA Form 705-TEST.
  - \* **DO NOT SUBMIT A SCREENSHOT FROM DTMS**
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**.
  - \* Individual Training Record (ITR) from DTMS will be accepted in place of the DA Form 5500/5501.
  - \* **DO NOT SUBMIT A SCREENSHOT FROM DTMS**
6. **DA Form 4037** - Enlisted Records Brief (ERB) (Selection ERB).
  - \* 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 NCOERSs
  - \* 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 evaluation).
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.**