

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: Readiness/Training NCO	Position Number: 24-196A	Open Date: 13 November 2024 Close Date: 20 November 2024
MOS/Branch of Position: 25H	PULHES: 212221	Maximum Grade: SFC/E-7
Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4213		C CO, 239 TH BEB White Hall, 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) Onboard AGR Members of the Arkansas Army National Guard (AR ARNG) who 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 25H 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 25H within 24 months.
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 212221. 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 TDY purposes. Must meet the requirements of 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 IAW AR 350-1 prior to appointment. Upon selection, will be assigned to **C CO, 239th BEB** and assigned to a compatible military position in **MOS 25H**. Must reside or agree to move within commuting distance of the 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

The incumbent provides supervisory manpower to enhance the readiness of the unit (training, mobilization planning, supply, maintenance, and pay and personnel functions relating to the welfare of the soldiers and mission capability). The Readiness/Training NCO will be involved in the day-to-day conduct and supervision of these functions and act as the commander's representative and spokesman in the daily operation of the unit to ensure the highest readiness status of the unit. Responsible for supervising the successful accomplishment of the commander's mobilization readiness and training objectives. Anticipates and recommends solutions for needs of the unit in all aspects of the mobilization readiness. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive mobilization plans. Reviews and implements mobilization directives and regulations. Supervises the development and monitoring of a comprehensive MOS qualification training program. Advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers for them. Assists and guides in the preparation for and execution of unit training and other mobilization readiness related activities. Responsible for monitoring individual training records and keeping the commander informed on the individual training status of unit personnel. Works with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs. Establishes a

direct line of communication with training and mobilization action personnel at higher headquarters. As the Readiness/Training NCO, the service member will be the subject manager on: 1. UMR management, which includes keeping the UMR up to date, working with R&R to fill identified vacancies, working discharge packets of all kinds, 2. pay processes for drill weekends (1379 Actions), SAD operations (Arkansas employment actions through DOMs), orders action (DAMPS for schools, deployments etc.), and more, 3. Medical processes such as tracking path to remedies, tracking MRC4's and scheduling PHA's, uploading LOD paperwork in MEDCHART and a subject matter expert on all MEDPRO websites (MEDPROS, Commanders Portal, MEDCHART, etc.), 4. Company UPL processes in order to maintain compliant with all policy/procedures related to drug testing 5. DAMPS operator for inputting/maintaining Annual Training orders as well as orders for any other schools, 6 DTMS facilitator for scheduling, capturing execution and evaluations, and accessing unit training for all IDT's and major training events, 7. DTS manger for submitting all travel authorizations and vouchers for any Soldiers within C CO 239th BEB that are traveling for schools or TDY in general, 8. Assistant Safety officer for his/her unit that ensures Risk management worksheets (DD 2977s) are completed for all training events. Additionally, the selected individual will be technically and tactically proficient and knowledgeable for all matters related towards signal operations for the MOS of 25H40. Performs other additional 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 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**.
* **Must be within 6 months of the closing date of the announcement.**
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 6 months 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.