

# 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> Human Resource NCO	<b>Position Number:</b> 25-014A	<b>Open Date:</b> 17 January 2025 <b>Close Date:</b> 27 January 2025
<b>MOS/Branch of Position:</b> 42A	<b>PULHES:</b> 323222	<b>Maximum Grade:</b> SGT/E-5
<b>Point of Contact</b>		<b>Duty Location</b>
Human Resource Office Telephone#: (501) 212-4213		JFHQ – Human Resource Office (HRO) 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; (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, must be an on board, current AGR member of the AR ARNG, possess MOS 42A and grade of SGT/E-5.
- **Onboard Non-MOSQ and New Hire:** Must be minimum E-4/SPC and able to obtain MOS 42A within 12 months (requires a minimum aptitude CL score of 90 and GT score of 100).
- **Medical Qualifications:** 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. Additionally, non-MOS qualified Soldiers must medically qualify for MOS reclassification. A current Periodic Health Assessment (PHA) within 12 months is required for entry into the AGR Program. 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. 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 **JOINT FORCE HEADQUARTERS** 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 HR assistance in the area of administration. Advises the AGR Staff on Soldier issues, personnel readiness and the strength level of the AGR force. Performs clerical and/or technical work assignments in one or more areas of military personnel work with guidance from HRO Staff. Works with AGR leaders across the state in the announcements of full-time positions as well as processing all lateral, onboard, and new hire applications. Ensures all Soldiers' military records are scanned into Personnel Electronic Management System (iPERMS). Prepares and monitors requests and necessary documentation for orders, transfers, promotions, pay transmissions and other personnel actions the Integrated Personnel and Pay System Army (IPPSA) and the Full Time Support Management Control System (FTSMCS). Prepares and processes requests for transfer or reassignment.

Prepares and maintains AGR Officer and Enlisted personnel records. Works with the Enlisted Personnel Management staff to prepare and monitor Enlisted Promotion System (EPS) documents for AGR Soldiers. Works with HRO staff to prepare and manage various AGR personnel boards. 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](mailto: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**.
  - \* 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.**