

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 NCO	Position Number: 25-128A	Open Date: 08 July 2025 Close Date: 15 July 2025
MOS/Branch of Position: 31B	PULHES: 222221	Maximum Grade: SFC/E-7
Point of Contact		Duty Location
Human Resource Office Telephone#:(501) 212-4213		216 th MP CO 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, current AGR member of the AR ARNG; possess MOS 31B and minimum grade of SFC/E-7.
- **Onboard Non-MOSQ and New Hire ONLY:** Must be in a minimum grade of SSG/E-6. Must possess or be able to obtain MOS 31B within 12 months (A minimum ST score of 91 on ASVAB).
- **Medical Qualifications:** The physical profile (PULHES) requirement for this MOS is no higher than 222221. 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 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, the soldier will be assigned to **216th MP CO** and assigned to a compatible military position in **MOS 31B**. 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 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 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 objectives. Anticipates and recommends solutions for needs of the unit in all aspects of mobilization. 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 with and guides 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. Readiness NCO will be the subject matter expert 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 manager for submitting all travel authorizations and vouchers for any Soldiers within your unit that are traveling for schools or TDY in general. Performs other duties as assigned

SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: 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 Form 34-1 in the order listed below. All documents will be in a single scrollable PDF file, not as attachments to the NGB Form 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 (NOT DTMS SCREENSHOTS)**
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 (NOT DTMS SCREENSHOTS)**
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 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.