

Arkansas National Guard

Announcement for Army Active Guard Reserve (AGR)

FY26 Open Announcement

SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

Position Title: Open Announcement	Position Number: 26-002A	Open Date: 15 September 2025 Close Date: 31 July 2026
MOS/Branch of Position: Branch is assignment dependent	PULHES: See medical below	Maximum Grade: SFC/E-7
Point of Contact		Duty Location
Human Resource Office Telephone# : (501) 212-5486		Duty locations across state of Arkansas

SECTION II: Area of Consideration

- (1) Members of the Arkansas National Guard who possess the required MOS and PME for promotion to assigned rank of position to be hired
- (2) Members of the Arkansas National Guard who are eligible to attain the MOS of position to be hired and to achieve promotion to the rank of position to be hired within one year
- (3) Members of the Army who possess the required MOS and PME for promotion to assigned rank of position to be hired
- (4) Members of the Army who are eligible to attain the MOS of position to be hired and to achieve promotion to rank of position to be hired within one year

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.)

- This announcement remains open through 31 July 26 and will be replaced by a new announcement 01 August 2026 for FY27. Each FY will be divided into quarterly application windows. At the completion of each application window, all complete packets will be compared against each other to build an Order of Merit List (OML). The OML will stand until the end of the next application window. This process will repeat through end of FY. Each FY the process will begin again. Applicants must submit new application packets each FY but can provide updates throughout the year if desired. FY26 application windows close 31 October 2025, 31 January 2026, 30 April 2026, and 31 July 2026 respectively.
- Must be in a minimum grade of SPC/E-4 and a maximum grade of SGM/CSM/E-9. Some positions are MOS specific. Graduation from Advanced Leader Course is preferred.
- **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. **Must possess or be able to obtain a SECRET Security Clearance.**

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 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 selectee will be assigned to the Arkansas Army National Guard and assigned to a compatible military position in the corresponding MOS. **Must reside or agree to move within commuting distance of the position.**

SECTION V: Summary Of Duties

The selectee will be considered for an NCO position within the Arkansas Army National Guard that may include duties as a Training NCO, Supply NCO, Human Resources NCO, Medical Readiness NCO, Recruiting and Retention NCO, Instructor, CBRNE NCO, or other positions as assigned.

A Training NCO is responsible for carrying out the Commander's and the Administrative Officer's plans and programs for the accomplishment of the activity's training objectives and missions. Drafts, for approval, training schedules and other memoranda to ensure compliance with directives and publications. Plans and submits requisitions for training aids, films and other requirements to support training. Responsible for training readiness of the activity. Develops and updates mobilization and movement plans. Responsible for periodic testing of alert of mobilization directives and regulations. Develops a comprehensive MOS qualification program within the activity. Prepares requests for Army Schools and Army Extension Courses. Prepares requests for training areas, vehicles, equipment, ranges, and other training needs as appropriate. Attends all additional training assemblies and provides assistance and guidance for the preparation of training. Travels to various training sites to draw vehicles and equipment, prepare ranges for use, and generally to conduct necessary prior preparation to ensure the activity will have the maximum amount of time available for training. Prepares and submits MOS Qualification Status Reports, Unit Status Reports, and other training related reports. May be required to assist with training in other activities.

A Supply NCO serves as the Logistics NCO responsible for day-to-day functions of requesting, exchanging, issuing, recovery and turn-in of equipment in accordance with current regulations. Accounts for OCIE items hand receipted to the unit for issue to and turn-in from individuals by utilizing CIF-ISM. Requests, receives, stores and issues rations as required. Requests, receives, stores and turns in property as required and directed by the Property Book Officer. Requests supplies to support the Commander's training and operational objectives by utilizing GCSS-Army. Obtains requested items required for unit operations and program support. Maintains the Commander's Primary Hand Receipt, sub-hand receipt property to user level and account for all property not sub hand-receipted by utilizing GCSS-Army. Responsible for maintaining directed requirements within the OIP, ICI, and Command Discipline Program. Perform the following supply related day-to-day functions: Prepares maintenance requests (work orders) for both scheduled and unscheduled maintenance with supported FMS; facilitate the transfer and maintenance of materials and equipment as required from USPFO, TMDE, CSMS, CIF locations; ensures the physical security of sensitive items, facilities and AA&E according to the requirements directed in the AR 190-11 and AR 190-51 and manage BN food service IAW AR 30-22 and DA PAM 30-22.

A HR NCO provides the S1 assistance in the area of administration. Advises the Commander on Soldier issues, personnel readiness and the strength level of the unit. Performs clerical and/or technical work assignments in one or more areas of military personnel work with guidance from S1. Prepares recommendations for personnel actions. Processes Non-Commissioned Officer Evaluation Reports (NCOERs) and Officer Evaluation Reports (OERs). Ensures all Soldiers' military records are scanned into Personnel Electronic Management System (iPERMS). Prepares and monitors requests for reductions, transfers, and discharges using the Integrated Personnel and Pay System Army (IPPSA) orders system. Prepares and monitors requests for identification tags, line of duty determination, Military Personnel (MILPER) data and information management, personnel processing, personnel security clearances, and unit administration. Prepares and processes requests for transfer or reassignment. Prepares and maintains Officer and Enlisted personnel records. Opens, sorts and routes incoming mail, and messages to appropriate office. Prepares and monitors Enlisted Promotion System (EPS) documents. Files documents in accordance with Army Record Information Management System (ARIMS). Prepares military and non-military correspondence, messages, orders, recurring and special reports, forms, directives, and similar material and assembles final product for review, signature, authentication, or other disposition. May also be responsible for retention, strength reporting (In detail), awards, and discharges In Accordance With (IAW) Army Regulation (AR) 135-78 and National Guard Regulation (NGR) 600-200.

A Medical Readiness NCO serves as the individual Administrative and Medical Readiness NCO for the unit. The purpose of this position is to monitor individual medical readiness classification (MRC) of all Soldiers in the unit 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. Monitor and conduct staff analysis for the S1 using the DPRO web application on the organization's strength, primary slot holder available strength, and DMOSQ available strength. 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 track personnel system access it restricted to required personnel and PII, IA, and HIPPA certification are meet for RCAS Web, iPERMS, DPRO, IPPS-A, MEDPROS, Med-Chart LOD application, and eProfile. Receive, track, and process enlisted discharges and officer separations for personnel, medical, and legal reasons IAW applicable regulations. Verify individual personnel and medical availability of Soldier requesting IST and conditional releases. Conduct UMR and Personnel management IAW PPOM12-055 (HRH). Serves as the primary staff NCO for the unit ISO the ARNG personnel readiness campaign by improving Admin/Medical system data quality, UMR management, medical readiness, and personnel readiness.

A Recruiting and Retention NCO (RRNCO) is responsible for all three tenets of the Strength Maintenance Program (Recruiting, Attrition Management, and Retention). The RRNCO contacts, interviews, and counsels civilian and prior service personnel, leading to obtaining qualified applicants for enlistment into the Arkansas Army National Guard. Contacts prospective applicants, religious and civic leaders, and other centers of influence to present the Arkansas Army National Guard as an employment and career opportunity. Presents formal and informal discussions on advantages and benefits of the Army National Guard at civic and service organizations and schools. Distributes and displays recruiting publicity material. Maintains contact with unit members to determine needs and assist with resolving personnel strength issues/concerns as related to the unit and the ARNG. Works under supervision of the Area NCOIC. Day-to-day work is performed without constant supervision consistent with established policies and mission priorities. Must be able to drive and maintain GSA vehicle.

An Instructor conducts training for Non-Commissioned Officer Education System (NCOES)/Military Occupational Skill Qualification (MOSQ) in accordance with Training and Doctrine Command (TRADOC) approved Course Management Plan (CMP)/Programs of Instruction (POIs) and applicable TRADOC regulations; conducts retraining and counseling as required; conducts inspections and formations and evaluates student's performance. Must assist in preparing the DA Form 1059s on each student for the NCOES/MOSQ courses. The incumbents will be responsible for the following areas, schedule Annual Training periods, request waivers for courses, write training schedules for NCOES/MOSQ, perform Physical Security functions, instructor proponent certification, prepare safety accident reports, prepare drill schedules, and ensure Non-Commissioned Officer Evaluation Reports (NCOER's), dental and annual medical screenings are completed IAW regulations. Must also be able to assist and prepare the schoolhouse for all accreditation and assistance visits. Must be in excellent physical condition and lead physical training. Performs other duties as assigned.

A CBRNE NCO will learn and eventually become a subject matter expert regarding all CBRN response measures. This will include, but is not limited to hot zone entry operations, crime-scene preservation, site characterization, sampling operations, evidence collection/chain of custody, and hot zone casualty extraction. Must possess a basic knowledge of medical countermeasures to all potential CBRN/WMD threats. Must be knowledgeable of and understand the technical specifications, employment, maintenance, and limitations of fielded survey equipment which includes the AN/PDR-77, Hapsite GC/MS, Raman spectroscopy, IR spectroscopy, and Multi-Rae. Candidate must prioritize physical fitness in order to ensure physical and medical readiness is maintained at all times. Must be able to operate for periods of up to 4 hours in a hot, humid, and potentially contaminated environment while wearing level A, B, or C personal protective equipment.

In addition: POSITIONS OF SIGNIFICANT TRUST AND REQUIREMENTS (RECRUITING AND RETENTION COMMAND POSITIONS):

Reference: ALARACT 188/2014, HQDA EXORD 193-14 Screening of Sexual Harassment/ Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust.

600-200. POSSIBLE 3-YEAR ASSIGNMENT AS A RECRUITING AND RETENTION NCO DURING SELECTEE'S CAREER

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- Must have favorable results from:
 - o Department of Army Inspector General (DAIG)
 - o Criminal Investigation Division (CID)
 - o Office of Military Personnel File Review
 - o Army Substance Abuse Program

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. 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. Packets submitted 15 days or more before the closure of the application window will be vetted and the applicant will be notified of packet acceptance or requirement for correction. Evaluation of application packets will be competitive based on the following criteria: **Military Education, Civilian Education, Military experience, Civilian Experience, Performance and Potential, and Basic Active Service Date.** Therefore, it is important that applicants diligently prepare the NGB Form 34-1. Applicants are also encouraged to provide a Civilian Resume. To be considered qualified for positions opening in the following quarter of the FY, applicants must meet the qualification requirements as of the closing date of the application window. 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 DQed. Your application will have the following naming convention: EOA#_Lastname_Firstname.

1. **NGB 34-1-** Application for Active Guard/Reserve (AGR) Position. **NGB 34-1 must be signed in original ink/digital signature. Must utilize the most recent version (20131111)**
 2. **Letter to the Hiring Official-** This will be used to address any discrepancies within the packet. If a discrepancy is found and not addressed in the letter, the packet will be DQed. If there are no discrepancies, the 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**, APFT Scorecard (must be within 12 months). Ht/Wt must be listed on DA 705. If you are outside of regulatory standards or HT/WT is not listed, a DA Form 5500-R or 5501-R must be attached.
 5. **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females).**
 - * If your weight on any document, you submit with your application exceeds the screening table weight allowed in accordance with Army Regulation 600-9 you must include a Body Fat Content Worksheet.
 6. **Enlisted Records Brief (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. **The last three (3) current NCOERS, (Selection ERB).**
 - * 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. **Retirement Points Accounting Statement (RPAS) Statement. DA FORM 5016 from IPPS-A (Must be within the last 30 days of application submission).**
 9. **SF 181, Race and National Origin Identification**
- All applicants are encouraged to submit the below documents to increase competitiveness of their packet:**
1. **Civilian Resume**
 2. **Civilian Education documents not in IPERMS (Official College Transcripts and Official Technical Certifications)**
 3. **Letters of Recommendation (Brigade Commander/Brigade Administrative Officer/Company President or Chief Executive Officer)**

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.