



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> HR Officer, 01A/BI <b>AGR ONLY</b>	<b>RANK/GRADE:</b> CPT/O3- 2LT/O2 and enlisted AGR Soldiers W/ Certificate of Eligibility (NGB Form 89A) or Direct Commission Approval Memorandum	<input type="checkbox"/> <input checked="" type="checkbox"/>	<b>NATIONWIDE</b>  <b>NCARNG SOLDIERS ONLY</b>	<b>ANNOUNCEMENT #:</b> AGR-FTM 2016-17
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**UNIT, LOCATION, POC:**

JFHQ-NC/Raleigh, NC  
 POC: LTC Thames, Todd (800) 621-4136 X 46121  
[tod.d.thames.mil@mail.mil](mailto:tod.d.thames.mil@mail.mil)

**OPENS:**

17 February 2016

**CLOSES:**

03 March 2016

**POSITION DESCRIPTION:** The S1 is an authority on the full range of enlisted and officer personnel processing actions for the Battalion. These actions include but are not limited to enlistments, discharges, promotions, reductions, retention and attrition management, officer candidate school recruitment, transfers, MOS award and assignments, Line of Duty (LOD) investigations, state and federal awards, Military Medical Review Boards (MMRB), Non-Commissioned Officer Evaluation Reports (NCOER) and Officer Evaluation Reports (OER). Assist in the development, implementation and evaluation of administrative and personnel policies for the brigade. Serves as the advisor for the command in the areas of legal, medical, and personnel actions. Keeps abreast and ensures the implementation of new policy statements, regulations and directives issued by higher headquarters concerning administrative and personnel activities. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have a SECRET security clearance. Must be able to meet all military education requirements as determined by JFHQ-NC/NGB. Must meet subsequent duty requirements found in AR 135-18, Chapter 2, Paragraph 2.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**AGR APPLICATION CHECKLIST**  
**AGR SOLDIERS**

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Is soldier currently under 18 months initial tour stabilization?
- \_\_\_\_\_ If lateral transfer, is soldier MOSQ for vacant position?
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- \_\_\_\_\_ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ If female applicant, is position open to females?
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- \_\_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- \_\_\_\_\_ If newly promoted or missing rated time check for letter from Commander.
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ Training meets qualification requirements for the announcement.
- \_\_\_\_\_ Soldier achieve Honor Graduate?
- \_\_\_\_\_ 9. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 10. Current AGR Orders.

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to be resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.