



WASHINGTON ARMY NATIONAL GUARD

J1-Human Resources Office
Active Guard Reserve (AGR) Announcement
Job Announcement #16-039

OPEN TO CURRENT MEMBERS OF THE ARMY NATIONAL GUARD, CURRENT AGR OFFICERS, OR APPLICANTS WHO ARE ELIGIBLE FOR IMMEDIATE APPOINTMENT INTO THE WASHINGTON ARMY NATIONAL GUARD.

OPENING DATE: 13 May 2016

CLOSING DATE: 14 June 2016

VACANCY ANNOUNCEMENT: NATIONWIDE

All applicants **MUST** be worldwide deployable.

GRADE REQUIREMENT: 2LT: \$2,972.40 - \$3,740.10 through CPT: \$3,963.60 - \$6,448.20 depending on years of service, plus allowance for rations, uniforms, and housing.

POSITION: Training Officer (13A)

UNIT: HHB (-), 2-146th FA

LOCATION: Olympia, WA 98501

SECURITY CLEARANCE: SECRET

BRIEF DESCRIPTION OF DUTIES:

Responsible for carrying out the Commander's plans and programs for the accomplishment of the objectives of the command. Formulates, oversees and evaluates the overall training programs of the command. Develops short and long range training plans/calendars. Issues implementing instructions to subordinate units. Establishes and conducts training evaluation program for subordinate units. Reviews training evaluation reports to identify needed revisions or improvements to training activities. Reviews plans and schedules of subordinate units and recommends approval on revision as necessary. Provides guidance and assistance to subordinate units for scheduling and conducting training. Sets suspense for the Battalion's individual training program to ensure minimum MOSQ standards are met within resource constraints. Serves as the primary focal point within the Battalion for overall training management in accordance with applicable regulations. Coordinates, reviews and approves subordinate unit's yearly training plans and monthly schedules. Schedules and conducts special training courses on a variety of subjects. Provides information about availability of training courses and provides guidance on eligibility requirements. Serves as the focal point for mobilization readiness. Supervises, manages, and coordinates funding resources provided to the Battalion. Coordinates with external agencies such as MTTs, PMs and Designated Training Authority for conducting training. Schedules and coordinates the use of training sites and facilities. Coordinates with other staff elements to ensure all required equipment and supplies are available to support training activities. Directs the procurements of training aids, manuals and other instructional material. Is the focal point for preparation of the unit status report (USR). Performs additional duties as assigned.

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MINIMUM QUALIFICATIONS:

Soldiers commissioned in grade of rank 2LT through CPT (AGR & Traditional). Applicants **MUST** be qualified **13A** or be eligible to become within 12 months of hiring. ***Promotion will not exceed maximum grade authorized of CPT.*** A Security Clearance of SECRET is required.

CONDITIONS OF EMPLOYMENT:

1. Applicants must meet medical fitness standards established in AR 40-501, Chap 2, 3, 4, or 5 as applicable and must meet body composition standards prescribed in AR 600-9.
2. Must be able to complete a 3-year initial tour of active duty before:
 - (a) Completing 18 years of active service or
 - (b) The date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
3. Separation from the military service for cause constitutes ineligibility, unless an approved exception to policy/regulation memorandum is received from National Guard Bureau (NGB).
4. Voluntary separation for one or more days from the AGR program results in ineligibility to re-enter the AGR program for one year from the date of separation (waiverable by NGB).
5. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
6. Applicants must not be subject to flagging actions when entering the AGR status.

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Additional Information:

- Acceptance of an AGR position (Title 10 or Title 32) will terminate eligibility for all bonuses and student loan repayments effective on the date of entry into AGR status. This does not affect Montgomery GI bill eligibility.
- *If applicable, Promotion will not exceed maximum grade authorized for the position occupied.*
- Individual selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f) in Washington State. Subsequent tours are at the discretion of The Adjutant General.
- Individuals entering the AGR program are required to enroll in the Army Sure-Pay Program (direct deposit).
- Individual selected will be stabilized in the position for the first 18 months of initial tour or 12 months if on subsequent tour. Exceptions to the 18 month rule require prior approval of NGB. (NGR 600-5, paragraph 2-6f)
- Applicants must satisfy requirements outlined in Chapter 2, NGR 600-5, AR 135-18, NGR 600-200, NGR 601-1(ch 2-7), and DA Pam 611-21.

APPLICATION PROCEDURE: Please see VACANCY ANNOUNCEMENT CHECKLIST included with the announcement for required documents to submit with your application. All applications must be received at HRO-AGR, NLT COB 1630 hrs on the closing date. **Please be advised that mail is not delivered directly to HRO so allow for an additional 3-5 days for shipping.**

Forward applications to: The Adjutant General, State of Washington
ATTN: HRO-AGR Services, Building 33
Camp Murray, Tacoma, WA 98430-5110

Email applications: HRO-AGR Applications Distro List
[ng.wa.waarng.list.agr@mail.mil](mailto:nq.wa.waarng.list.agr@mail.mil)

Note: All email applications **WILL BE FINAL** one time submission, scanned as one PDF packet and will be printed ONLY in Black ink.

POSITION FILL: *Applications received are reviewed for completeness and eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. **NGB Form 34-1 missing vital data will not be considered and determined UNQUALIFIED.*** It is the applicant's responsibility to ensure the NGB 34-1 with supporting documents is accurate and complete.

All Active Duty Orders or Technician Appointment must be terminated prior to AGR appointment

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EQUAL OPPORTUNITY: This position will be filled without regard to race, color, gender, religion, national origin, or political affiliation.

This announcement will be posted on the HRO bulletin board in Bldg. 33, Camp Murray, WA and the websites below:

Washington Military Department website at <http://mil.wa.gov/Job-opportunities/federal-human-resources/agr-positions>

Guard Knowledge Online (GKO) Jobs page at <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>
Please note that you must have a GKO account to view the Vacancy Announcements on GKO.

You can reach the HRO-AGR office at (253) 512-8396 or 8822.

FOR THE ADJUTANT GENERAL:

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MITCHELL J. SIEGLOCK
MAJ, AV, USA
AGR Manager

DISTRIBUTION: A

APPLICATION PACKET PREPARATION

How to Apply:

All applicants must submit a complete application packet to HRO-AGR Services to be considered for an AGR position.

The documents listed on the checklist may be located on iPERMS, AKO or through your Readiness NCO or Battalion S1. It is highly recommended that all applicants use these sources to put a packet together. Follow the checklist to assist in packet preparation.

- NGB Form 34-1 <http://mil.wa.gov/jobs/agr.shtml> (Application for AGR Position) dated Nov 2010 **(must be signed and dated)**; **if applicable attach a sheet explaining any “yes” answers to section IV.**
- Make all entries legible, and complete. **Job Announcement Number and Position Title for which you are applying, along with contact information (i.e. Phone numbers complete address and an e-mail address).** Required for all applications
- Submit copies of supporting documents that are up to date.
- Make sure copies are clearly legible throughout.
- Additional supporting documents (letters of recommendation, certificates, diplomas, etc) will be placed at the end of the packet.
- Arrange your packet in the order listed on the checklist. A paper clip or binder clip will hold your packet together. Special ring binders, portfolios, report covers, and document protectors are discouraged. Ornate covers and organizers have no bearing on the selection process or outcome, and are a wasted expense, as HRO-AGR will forward only the application documents to the selection board. ***Please do not use staples.***

The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the HRO-AGR Office and will not be returned.

TITLE 32 AGR APPLICATION CHECKLIST (*Officer*)

*****INCOMPLETE APPLICATION MAY NOT BE ACCEPTED*****

LAST NAME _____ RANK _____ SSN _____

DAYTIME PHONE: _____ EMAIL: _____

CURRENT STATUS: M-DAY / FTNGD-OS / AGR / TECH / AC / USAR (Circle One)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS (*Packets not containing all documentation IAW guidance below may not be considered*).

1. _____ NGB Form 34-1 dated Nov 2010 (Application for AGR Position: hyperlink <http://mil.wa.gov/jobs/agr.shtml> must be complete with original signature.
2. _____ Biographical Summary IAW Appendix H, NGR 600-100
3. _____ Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. * It is important that you print the report, not the webpage screen. **(Log into AKO, My Medical Readiness Status, View Detailed Information, IMR Record)**.
4. _____ Copies of all DD Form 214's / NGB 22's showing all prior service.
5. _____ NGB Form 23-B (Retirement Points History Statement - If current member of the National Guard).
6. _____ DA Form 1506 (Statement of Service) if DD 214, or NGB Form 23-B is not available.
7. _____ Official DA photograph, See AR 640-30 paragraph 6 for frequency of DA Photo (E5 and below-digital photo is acceptable).
8. _____ DA Form 705 (APFT) May 2010 current within 6 months if AGR and FTNGD-OS, or within one (1) year if M-day in accordance with AR 350-1, Para 1-24. Submit a statement of **current** (within 6 months) height and weight Memo, **Must be separate from DA 705**). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be **signed by either a unit Readiness NCO, First Sergeant, or Commander**.
9. _____ Copy of last five OERS, all pages, front and back.
10. _____ Current AGR Soldiers applying need a memorandum from the full time chain of command endorsing your application.
11. _____ Memorandum of explanation for missing documentation (if necessary)
12. _____ Any other documents that will add weight to the overall strength of the packet to support applicant's qualifications.