

# OKARNG ACTIVE GUARD/RESERVE (AGR) OCCASIONAL TOUR VACANCY ANNOUNCEMENT: OT 16-14

**\*MUST BE A MEMBER OF THE OKLAHOMA ARMY NATIONAL GUARD\***

## Administrative NCO

OPEN DATE: 24 October 2016

CLOSING DATE: 23 November 2016

UNITS/ LOCATIONS: CO F, 700 BSB, 45<sup>th</sup> IBCT, Tulsa, OK 74107 (WPTLF0)

MAXIMUM MILITARY GRADE AUTH: SSG/E-6  
MAXIMUM MILITARY GRADE AVAILABLE: SGT/E-5  
MILITARY POSITION: Heavy Vehicle Driver  
FTMD POSITION: Admin NCO  
APTITUDE SCORE: See Below  
DAOC/DMOS: 88M20

MINIMUM GRADE AUTH: SPC/E-4  
MTOE P/L: TBD  
FTMD P/L: TBD  
OPEN TO FEMALES: YES

**POSITIONS OF SIGNIFICANT TRUST (POST):** In accordance with DA EXORD 193-14 & NGB SMOM 15-017, all Soldiers hired into sensitive duty positions are required to have favorable POST screening. Soldiers not meeting this requirement will not be hired into AGR status.

**BRIEF DESCRIPTION OF DAILY DUTIES:** Prepares personnel account and strength reports. Prepares and processes recommendations for awards and decorations. Prepares and monitors request for promotions to include declinations, reconsiderations for promotions, and arranges reduction board. Advise Commander on Soldiers and personnel readiness and strength levels. Prepares and processes request for transfers, reassignments, and discharges. Prepares and monitors line of duty determinations, personnel processing, personnel security clearances, retention, military and special pay programs, and unit administration. Prepares recommendations for personnel actions to higher headquarters. Prepares and maintain officer and enlisted personnel records. Prepares and processes bars to reenlistment and suspension of favorable personnel actions. Types correspondence and forms in draft and final copy. Performs other duties as assigned.

**PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING ATTRIBUTES:** Knowledge of regulations, policies, and procedures related to the area of assignment; ability to review records in order to analyze information; skill in compiling information and preparing reports; ability to plan and organize work; computer software skills to include Microsoft Access, Excel, Web based programs, and Power Point.

### **MANDATORY REQUIREMENTS AT TIME OF APPLICATION:**

- 1. Armed Services Vocational Aptitude Battery (ASVAB):** Must possess a GT score of 110 (Waivable to 100 if scored 100 in aptitude area ST on ASVAB prior to 2Jan02 or waivable to 100 if scored 96 in aptitude area ST on ASVAB test administered on or after 2Jan02). Must meet a minimum score of 90 in aptitude area OF in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002, a minimum score of 85 in aptitude area OF on ASVAB tests administered on and after 2 January 2002.. Formal training conducted under the USA Infantry School, mandatory.
- 2. Must meet minimum PULHES Profile and assignment criteria as outlined in DA Pam 611-21. Possess a physical profile 122221 or better.**
- 3. Must perform in a job with physical requirements IAW DA Pam 611-21 (very heavy).**
- 4. Color discrimination of red/green. Correctable vision of 20/20 in one eye; 20/100 in other eye.**
- 5. Must possess a High School Diploma or GED with one year of college.**
- 6. Must possess a minimum SECRET security clearance at time of application submission.**

### **SPECIAL INSTRUCTIONS:**

- 1. Individuals may withdraw packet at any time while this announcement is open.**
- 2. CURRENT AGR Soldiers MUST:**
  - a. Be already qualified in their current military duty position (as of the closing date of this announcement) before they are eligible to apply.**
  - b. Have the potential to become qualified in the required MOS within 12 months after reassignment.**
  - c. Not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.**
  - d. Individual may be subsequently assigned to the Recruiting and Retention Battalion with duties as Recruiting and Retention NCO any time during AGR Tour.**

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### POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY (POST)

All applicants for Oklahoma Army National Guard AGR positions **MUST RECEIVE** favorable State Level Checks prior to becoming eligible for acceptance into the AGR program. State Level Checks include:

- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete and provide, a Behavioral Health Interview (DA Form 3822) to AGR Management Office. This is a requirement for all new hire AGR Soldiers must be completed before accession into the AGR Program. If selectee is unable to pass the screening he/she will be disqualified and removed from the selection list.
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after JAG Review

Applicants for positions assigned to Recruiting and Retention **MUST RECEIVE** favorable State & National level checks. Applicants can be conditionally hired upon favorable State Level Checks. Unfavorable National Level Checks will result in immediate removal from the AGR Program. National Level Checks include:

- Must not have a Type 1 or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must have favorable results from:
  - Department of the Army Inspector General (DAIG)
  - Criminal Investigation Command (CID)
  - Officer of Military Personnel File Review
  - Army Substance Abuse Program

### ELIGIBILITY CRITERIA AND APPLICATION INSTRUCTIONS:

**ALL Applicants (AGR and Non AGR):** The following forms and documents must be submitted by all applicants.

(NGB Form 34-1 available online at: <http://www.md.ngb.army.mil/employment/ngb34-1-v2013.pdf>)

All other forms and documents are available from the ARNG member's unit of assignment/attachment.

**\*\*\*Eligibility criteria for (Non AGR applicants) initial entry into the ARNG AGR Program is contained in AR 135-18 and NGR 600-5\*\*\***

- **Signed NGB Form 34-1 (dated 20131111)** Application for Active Guard/Reserve (AGR) Position.
- **Records Brief (ERB/ORB)** which may be obtained from your MSC S1/Officers branch; NGB,G1 Portal. **Must include applicable MOS or AOC.**
- **Medical Operational Data System (MODS) – Individual Medical Readiness Record** must include current **Periodic Health Assessment (PHA/Vision/Dental/Immunization must be current within 12 mo. HIV must be within 24 mo.)**
- **OKNG Form 113 (Sep 2015) (Commanders Certification of Current Weight)** certifying current height and weight **within 30 days of the closing date of this announcement (with DA Form 5500-R/5501-R if required)**, with body fat computations completed **within 30 days of the closing date of this announcement**. Must be certified by the Soldier's Commander or Full Time BN AO. If other than the commander or AO signs, delegation of signature authority memorandum from the commander is required. **All forms must be digitally signed.** RCAS will be checked by the AGR office to validate weight control history.
- **DA Form 705 (APFT Score Card)** **current within 6 months of closing date of announcement.** **DA Form 705 must show the last 4 APFTs.** HT/WT must be annotated on the DA 705 OR provide documentation IAW AR 600-9 as to record HT/WT completed within the authorized time of the record APFT. **All signatures/initials on the DA Form 705 must be digital signatures.** RCAS will be checked by the AGR office to validate all scores on the DA Form 705.
- Latest five (5) **NCOER/OERs** as applicable. Include current Evaluation Record. A letter of recommendation or performance evaluation, signed by applicant's Unit Commander, must be submitted on Soldiers/Officers not requiring or yet eligible for an OER/NCOER.
- **DD Form 214/220/215s** (Certificate of Release or Discharge from Active Duty) for ALL periods of Active Duty. Forms must include RE Code, Separation Code, and Reason for Separation/Discharge.
- **Must have final Secret Security Clearance. Security Clearance Verification memo must be dated within 30 days from date of announcement, from a Security Clearance Manager. NO JPAS printouts.**
- **Statements supporting periods of all service performed.** Any of the following documents may be used:
  - **NGB Form 23** (Retirement Credits Record)
  - **NGB Form 23B** (RPAS Statement)
  - **DD Form 1506** (Statement of Service)

## **OKARNG ACTIVE GUARD/RESERVE (AGR) OCCASIONAL TOUR VACANCY ANNOUNCEMENT: OT 16-14 Administrative NCO**

**NOTE:** Applications considered by an AGR Selection Board will not be returned to applicant. Incomplete and incorrect application packets WILL NOT be considered.

**NON-AGR APPLICANT INFORMATION NOTICE:** Individuals that are not already in an AGR status at time of application submission will fall under AGR Occasional Tour guidelines. This means that: "Upon completion of tour, selected traditional Officer/Warrant/Enlisted personnel will return to prior service status at one year."

**WHERE TO APPLY:** Application packets must be submitted electronically as one .pdf file to the advertised Oklahoma National Guard Public Website. [NG.OK.OKARNG.list.J1-AGR-Management@mail.mil](mailto:NG.OK.OKARNG.list.J1-AGR-Management@mail.mil)

**ELIGIBILITY CRITERIA FOR AWARD OF AREA OF CONCENTRATION (AOC) OR MILITARY OCCUPATIONAL SPECIALTY (MOS):** For specific requirements see DA Pam 611-21.

**PAY AND ALLOWANCES/MAJOR BENEFITS:** AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents. Retirement eligibility after 20 years of active service.

**ADDITIONAL INFORMATION:** Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP is permitted prior to entry on AGR status. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

**DISTRIBUTION:** E