

OKARNG ACTIVE GUARD/RESERVE (AGR) OCCASIONAL TOUR VACANCY ANNOUNCEMENT: OT 16-01

MUST BE A MEMBER OF THE OKLAHOMA ARMY NATIONAL GUARD

S1/Assistant S3 Officer

OPENING DATE: 11 March 2016

CLOSING DATE: 9 April 2016

UNIT/LOCATION: HHB 1st Battalion 160th Field Artillery, Chandler, OK 74834 (WPS7T0)

MAXIMUM MILITARY GRADE AUTH: CPT / O3

MINIMUM GRADE AUTH: 1LT / O2

MAXIMUM MILITARY GRADE AVAILABLE: CPT / O3

MILITARY POSITION: S1/S3

MTOE P/L: TBD

FTMD POSITION: Personnel/Operations Officer

FTMD P/L: TBD

AOC: 13A

DUTIES: May include but not limited to: Coordination of employment of field artillery Soldiers at all levels of command. Coordination with unit fulltime unit personnel (FTUS) in the planning and execution of personnel tracking, pay, and management. Coordination and management to ensure short and long range readiness requirements are understood and accomplished. Plans and executes training plans and programs for the battalion. Development and coordination of yearly training plans for the battalion.

NOTICE: Individual must have completed Captains Career Course (CCC) and possess area of concentration (AOC) 13A (Field Artillery). **ALL applicants will be prepared to conduct an Army writing exercise as part of the interview process.**

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING ATTRIBUTES: Knowledge of laws, rules, regulations, policies and procedures related to the area of assignment. Working knowledge of systems used by the OKARNG to include but not limited to Microsoft Office and Outlook/DISA requirements.

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

1. Must meet minimum PULHES Profile and assignment criteria per DA Pam 611-21 (3-13)
2. Physical demand rating of very heavy
3. Physical profile of 112211.
4. Color discrimination of red/green
5. Formal training under the auspices of USAFAS is mandatory to qualify for the award of AOC.
6. **Must** possess a minimum **SECRET** security clearance.

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SPECIAL INSTRUCTIONS:

1. Individuals may withdraw packet at anytime while this announcement is open.
2. **Applicants 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. (AGR Only)
 - b. Be already AOC qualified as a 13A at the time they submit their application.
 - c. Not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.
 - d. Be prepared to submit an Army writing assignment as part of the interview process.

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 completing a DD Form 369

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.
- **Officer Records Brief (ORB)** which may be obtained from your MSC S1 or Officers branch; NGB G1 Portal. **Must include 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.

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- **ELIGIBILITY CRITERIA AND APPLICATION INSTRUCTIONS CONTINUED:**

- **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 three **(3) OERs** as applicable. Include current OER. A letter of recommendation or performance evaluation, signed by applicant's Unit Commander, must be submitted on Officers not requiring or yet eligible for an OER.
- **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**.
- **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)

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** to the advertised Oklahoma National Guard Public Website. 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