



**OKLAHOMA ARMY NATIONAL GUARD
AGR VACANCY ANNOUNCEMENT**



ANNOUNCEMENT #: 18-19

Must be a current member of the Oklahoma National Guard

POSITION:		Maximum Rank/Grade:	Minimum Rank/Grade:
Administrative NCO		SGT/E5	SPC/E4
MOS/AOC:	Unit/Location:	Opening Date:	Closing Date:
13D/13J/13P	HHB 1 BN 158 FA (HIMARS) Ft Sill, OK 73503-5000	26 February 2018	27 March 2018

POSITION DESCRIPTION: Prepares personnel accountability 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 boards. Advises Commander on Soldiers and personnel readiness and strength levels. Prepares and processes requests 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 maintains officer and enlisted personnel records. Prepares and processes bars to reenlistment and suspension of favorable personnel actions. Performs other duties as assigned.

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

1. Must meet minimum PULHES Profile and assignment criteria IAW DA Pam 611-21 (10-13J)
2. 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).
3. Must possess a minimum score of 93 in aptitude area FA in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 93 in aptitude area FA in Armed Services Vocational aptitude Battery (ASVAB) tests administered on and after 2 January 2002.
4. Must possess a minimum SECRET security clearance.
5. Must meet all eligibility requirements for entry into the AGR program IAW Table 2-1, AR 135-18.

SPECIAL INSTRUCTIONS:

1. Current AGR must be already qualified in their current military duty position (as of the closing date of this announcement) before they are eligible to apply.
2. Applicant must have potential to become qualified in the required MOS within 12 months after reassignment.
3. Not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.
4. Individual may be subsequently assigned to the Recruiting and Retention Battalion with duties as Recruiting and Retention NCO any time during AGR Tour.
5. Stabilized for the first 36 months of AGR tour

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.

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.

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.

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.

How to Apply

The forms and documents listed on the application checklist **must be submitted as ONE .pdf file (do not submit as pdf Portfolio)** through <https://safe.amrdec.army.mil/safe/>. Applications must be received in the AGR Office no later than 1630 hours (CST) on the closing date of the announcement.

1. Go to <https://safe.amrdec.army.mil/safe/>

2. Select Upload Method:

Department of Defense CAC users should choose the CAC option, and all others should choose the Non-CAC option. All non-CAC users will be required to verify their email address.

3. Sender Uploads Files:

The sender fills out their information and then adds files and recipient to the package. Recipient address for AGR Applications is: ng.ok.okarng.list.j1-agr-management@mail.mil .

4. Recipient Downloads Files:

Recipients (ng.ok.okarng.list.J1-agr-management@mail.mil) will receive an email with a link and unique password to download the package. After the recipient has downloaded files in the package, their password will expire.

5. Send email notification to the following address that your packet has been uploaded to AMRDEC SAFE: ng.ok.okarng.list.j1-agr-management@mail.mil. The AGR Management team will provide notification that your application has been received.

**For detailed instructions on the AMRDEC SAFE Application, please see the following address:

<https://safe.amrdec.army.mil/safe/Guide.aspx> **

AGR APPLICATION CHECKLIST
M-DAY SOLDIERS

- _____ **1.NGB Form 34-1 AGR Application**, can be found at <http://ok.ng.mil/Pages/Careers.aspx>
(Include e-mail address at the top 1st page of NGB Form 34-1)
- _____ **2.Certified copy of ERB/ORB**. Must include applicable MOS or AOC and ASVAB Scores.
- _____ **3. 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.)
- _____ **4. 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.
- _____ **5. DA 5500/ DA 5501 (If Applicable)**
- _____ **6. DA Form 705 reflecting last 4 APFT** (must be current within 6 months of closing of announcement) or DA Form 3349 Physical Profile (for alternate APFT). All signatures/initials on the DA Form 705 must be digital signatures.
- _____ **7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 5 copies**.SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or BN AO.
- _____ **8. All DD Form 214's and DD Form 215's** (must have items 23-30 included)
- _____ **9. NGB Form 23/23b** (Current National Guard Soldier) Retirements Points History Statement (RPAM)
(Must be pulled in last 30 days)
- _____ **10. Secret Security Clearance**. Must have a final Security Clearance Verification. Memo from a Security Clearance Manager must be dated within 30 days from date of announcement. NO JPAS printouts.

NOTE: Please insure that all required documents (As Applicable) on the checklist are included with your application. Applications that have been returned for correction will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

AGR APPLICATION CHECKLIST
CURRENT OKARNG AGR SOLDIERS

_____ **1. Certified copy of ERB/ORB**

_____ **2. 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.)

_____ **3. 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.**

_____ **4. DA 5500/ DA 5501** (If Applicable).

_____ **5. DA Form 705** reflecting last 4 APFT (must be current within 6 months of closing of announcement)
_____ DA Form 3349 Physical Profile (for alternate APFT).

_____ **6. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs** – last 5 copies.
_____ SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or BN AO.

_____ **7. NGB Form 23/23b** Retirements Points History Statement (RPAM) (Must be pulled in last 30 days)

_____ **8. Letter of Recommendation from Brigade AO.**

NOTE: Please insure that all required documents (As Applicable) on the checklist are included with your application. Applications that have been returned for correction will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.