



OKLAHOMA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #: 18-20

Must be a current member of the Oklahoma National Guard

POSITION: Readiness Officer		Maximum Rank/Grade: CW2	Minimum Rank/Grade: See Eligibility Requirements
MOS/AOC: 350F, 351M, 352N, 353T	Unit/Location: Company D, 545 BEB Norman, OK 73069	Opening Date: 26 February 2018	Closing Date: 27 March 2018

POSITION DESCRIPTION: Full-time company administrative officer and subject matter expert for military intelligence operations/training within the 45th IBCT. Responsible for supervising the successful accomplishment of the commander's readiness objectives; ensures the day-to-day administrative readiness of the company regarding training, logistics and personnel to achieve the commander's objectives; manages company AGR, ADOS and RMA personnel; responsible for drafting unit's training schedules; supervises and monitors the development of a comprehensive intelligence training and certification program. Performs other duties as assigned.

ELIGIBILITY REQUIREMENTS:

- Open to current OKARNG members in the following categories:
 - Enlisted Soldiers or Commissioned Officers with a valid and approved pre-determination packet for 350F, 351M, 352N, or 353T series AOC.
 - Current Warrant Officers qualified as 350F, 351M, 352N, or 353T.
- Must be able to meet the assignment criteria IAW DA PAM 611-21.
- Must meet all eligibility requirements for entry into or continuation in the AGR program IAW Table 2-1, AR 135-18.
- Applicants who have not completed Warrant Officer Candidate School (WOCS) must complete an Army Physical Fitness Test (APFT), scoring a minimum of 80 points in each category, prior to consideration for the interview process. For more information or to schedule an APFT, contact the AGR Manager at (405) 228-5196.

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) All signatures/initials on the DA Form 705 must be digital signatures. Scores must match and be in ATMS/DTMS.
_____ DA Form 3349 Physical Profile (for alternate APFT)..
- _____ **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. Security Clearance Verification Memorandum**. Must be dated within 30 days from date of announcement from MSC Security Manager. JPAS printouts will not be accepted.

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). All signatures/initials on the DA Form 705 must be digital signatures Scores must match and be in ATMS/DTMS.
_____ 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.**
- _____ **9. Security Clearance Verification Memorandum.** Must be dated within 30 days from date of announcement from MSC Security Manager. JPAS printouts will not be accepted.

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.