

OKLAHOMA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #: 18-25

Must be a current member of the Oklahoma National Guard

POSITION: Operations Officer		Maximum Rank/Grade: CPT/O3	Minimum Rank/Grade: 1LT/O2
MOS/AOC: O1A00	Unit/Location: 63 rd Civil Support Team Norman, OK 73069	Opening Date: 1 March 2018	Closing Date: 31 March 2018

POSITION DESCRIPTION: Supervises all Civil Support Team (CST) operations; develops operational plans for unit movement, training and responses; meets with civilian government agencies and/or senior leaders to discuss, plan and coordinate Weapons of Mass Destruction missions and employment concepts; coordinates CST participation in state and local response training exercises; supervises Civil Military Operations Center when the unit is deployed; affects operational tempo and ensures CST Commander's strategic objectives and intent are understood, implemented and followed during deployed operations; executes the Commander's yearly and quarterly training guidance; manages CST NGPA funds; performs other duties as assigned.

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

1. Currently a commissioned officer, qualified in one of the following AOC's: 11A, 12A, 19A, 90A, 88A, 91A, 92A,
2. Must meet minimum PULHES Profile and assignment criteria IAW NGR 500-3/ANGI 10-2503.
3. Capable of serving in a position with a physical demand rating of Very Heavy.
4. Color discrimination of red/green.
5. Must possess a minimum SECRET security clearance.
6. Must meet all eligibility requirements for entry into the AGR program IAW Table 2-1, AR 135-18.
7. Must possess a bachelor's degree.

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. AGR officers may be required to serve on a one-time Title 10 AGR tour throughout the course of their career.

SPECIAL CONSIDERATIONS:

This position has the following non-standard circumstances. Selected individual must:

1. Live within 50 miles of the unit in order to facilitate the unit's ability to conduct alert, assemble and deploy within 90 minutes of notification.
2. Successfully complete all required CST courses detailed on the NGB CST Individual Training Requirements Matrix as a condition of continued employment.
3. Complete 8 week Civil Support Skills Course (CSSC) as soon as a training seat becomes available. Soldier will be required to complete all basic level courses (approximately 60 hours) within one year of selection.
4. Soldier should expect significant TDY due to the unit's high OPTEMPO, schools, training and operational deployments. Soldier must have a Family Care Plan, if required.
5. Individual will routinely operate in chemical/biological protection suits utilizing a Self-Contained Breathing Apparatus (SCBA).
6. Complete and maintain all Anthrax, Smallpox and other required immunizations.
7. If selected, must complete and pass the entrance Occupational Health/Standardized Occupational Health Exam and Pulmonary Function Test and maintain annual re-certification.

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 2359 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

- _____ **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) and DA Form 3349 Physical Profile (for alternate APFT, if applicable). All signatures/initials on the DA Form 705 must be digital signatures. Scores must be in ATMS/DTMS and match DA 705.
- _____ **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 AGR SOLDIERS ONLY)

_____ **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) and DA Form 3349 Physical Profile (for alternate APFT, if applicable). Scores must be in ATMS/DTMS and match DA 705.

_____ **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 first LTC/O-5 in full-time chain of command.**

_____ **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.