

\*\*\*Temporary APFT/HTWT/PHA exception applies due to Army COVID-19 Guidance\*\*\*



## OKLAHOMA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

### ANNOUNCEMENT #: 21-18

*\*\*Must be a current member of the Oklahoma National Guard\*\**

<b>Position:</b>  HR Tech		<b>Maximum Rank/Grade:</b>  CW2/W2	<b>Minimum Rank/Grade:</b>  WO1/W1 or Enlisted with a 420A Predetermination Letter
<b>MOS/AOC:</b>  420A	<b>Unit/Location:</b>  90th Troop Command Oklahoma City, OK 73111	<b>Opening Date:</b>  12 February 2021	<b>Closing Date:</b>  12 April 2021

#### POSITION DESCRIPTION:

Responsible for assisting in planning, coordinating, and executing Human Resource (HR) services and administrative support functions; serves as the HR technical advisor on all personnel and administrative programs involving casualty operations, replacement operations, medical, readiness, HR policy, personnel accounting and strength reporting, correspondence, evaluations, awards and decorations, officer career management, officer strength, promotions, transfers/discharges, officer accessions, LOD and AR 15-6 Investigations, USR reviews, and other personnel action requests. Additionally, serves as the subject matter expert on all Department of the Army and National Guard HR database systems, as well as the state active duty system. Performs other duties as required by mission. Ultimately, the HR Tech is the subject matter expert on all officer actions and personnel systems.

#### MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

1. Must meet minimum PULHES Profile, ASVAB, and assignment criteria IAW DA Pam 611-21, for MOS advertised. See [https://\(www.milsuite.mil/book/docs/DOC-159575\)](https://(www.milsuite.mil/book/docs/DOC-159575)).
2. Must not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.
3. Must possess a minimum SECRET security clearance.
4. Must meet all eligibility requirements for entry into the AGR program IAW Table 2-1, AR 135-18.

#### PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

1. MOS Qualified for advertised position.

#### SPECIAL INSTRUCTIONS:

1. Current AGR Warrant Officers are not eligible to apply.
2. Open to M-day 420A Warrant Officers; Open to M-day and AGR Enlisted Soldiers with a 420A predetermination letter.
3. Applicant must have potential to become qualified in the MOS within 12 months after reassignment.

**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.apps.mil/>. Applications and Checklist 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.apps.mil/>

2. Select "Drop Off".

3. Enter in Recipient address for AGR Applications, which is: [ng.ok.okarng.list.j1-agr-management@mail.mil](mailto:ng.ok.okarng.list.j1-agr-management@mail.mil)

4. Select "Add & Close" and make sure that the box "**Encrypt every file**" is checked.

\*\*You will be prompted to create a passphrase. Once you create your phrase, be sure to email [ng.ok.okarng.list.j1-agr-management@mail.mil](mailto:ng.ok.okarng.list.j1-agr-management@mail.mil) to let AGR Management Team know what it is so we can retrieve your packet. Failure to send us your passphrase will result your packet not being reviewed.

5. In the Short Note section, please enter the announcement number and your name.

EXAMPLE: OT 21-01 Supply NCO Snuffy, Joe

6. Once you have dragged your file onto the site, click "Drop-Off Files".

\*\*Recipients, ([ng.ok.okarng.list.J1-agr-management@mail.mil](mailto: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.

7. The AGR Management team will provide notification that your application has been received.

If AMRDEC SAFE is down, email application to [ng.ok.okarng.list.j1-agr-management@mail.mil](mailto:ng.ok.okarng.list.j1-agr-management@mail.mil) or deliver a hard copy of it to the AGR Office.

**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  
**(Last PHA on record)(COVID 19 Exception)**.
- \_\_\_\_\_ **4. OKNG Form 113 (Sep 2015) (Commanders Certification of Current Weight)** certifying last current height and weight (Last HT/WT for record), (with DA Form 5500-R/5501-R if required), with body fat computations completed before 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. **(Last on record COVID-19 Exception)**.
- \_\_\_\_\_ **5. DA 5500/ DA 5501 (If Applicable)** **(Last on record)(COVID 19 Exception)**.
- \_\_\_\_\_ **6. DA Form 705 reflecting last 4 APFT** (last APFT for record) (COVID-19 Exception) or, DA Form 3349 Physical Profile (for alternate APFT). All signatures/initials on the DA Form 705 must be digital signatures. **(Last on record)(COVID 19 Exception)**.
- \_\_\_\_\_ **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.
- \_\_\_\_\_ **11. 420A Predetermination Letter**

**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. Please do NOT submit any Letters of Recommendation unless it is to comply with item number 7 above; they will NOT be accepted.