OKLAHOMA ARMY NATIONAL GUARD
AGR VACANCY ANNOUNCEMENT

OKLAHOMA
ARMY NATIONAL GUARD

Updated Special Instructions

ANNOUNCEMENT #:

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

Position:		Maximum Rank/Grade:	Minimum Rank/Grade:
MOS/AOC:	**Unit/Location:**	**Opening Date:**	**Closing Date:**

POSITION DESCRIPTION:

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:

SPECIAL INSTRUCTIONS:

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.mesg.j1-agr-management@army.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.mesg.j1-agr-management@army.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 22-01 Supply NCO Snuffy, Joe

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

**Recipients,(ng.ok.okarng.mesg.j1-agr-management@army.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 not allowing you to drop packet, try clearing SSL Certificates, close browser, and try to submit again in Chrome or Edge. Do not try to submit via Internet Explorer.

If AMRDEC SAFE is not working after troubleshooting, email application to ng.ok.okarng.mesg.j1-agr-management@army.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 under Career Resources at http://ok.ng.mil/careers/agr/
(Include e-mail address at the top 1st page of NGB Form 34-1 and signature on pg 3)

_____2.Certified Board Selection ERB/ORB. Must include applicable MOS or AOC and ASVAB Scores.

_____3. Individual Medical Readiness Record. Must include current Periodic Health Assessment date and PULHES**.** PHA must be current within 12 months. Human Immunodeficiency Virus (HIV) must be current within 24 months.

_____4. DA Form 3349 Physical Profile (If Applicable). No temporary profiles are accepted except pertaining to pregnancy.

_____5. OKNG Form 113 (Sep 2023) (Commanders Certification of Current Weight) certifying current height and weight (dated within the last 30 days), (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.

_____ 6. DA 5500/ DA 5501 (If Applicable)

_____ 7. Last ACFT for record within the past 6 months. Either DA 705 with digital signatures or ITR (Individual Training Record) report out of DTMS (Digital Training Management System) *PPOM 22-23 requires passing ACFT within 6 months as of 1 April 2023.

_____8.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 5 copies. SPC/E4 or a newly promoted SGT or 1LT (Doesn't have 3 NCOERs/ OERs), will need a letter of recommendation from Unit Commander or BN AO within 6 months of closing of announcement.

_____9. All DD Form 214's and DD Form 215's (must have items 23-30 included)

_____10. NGB Form 23/23b (Current National Guard Soldier) Retirements Points History Statement (RPAM) (Must be pulled in last 30 days from closing of announcement.)

_____11. 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.

_____ 12. OPAT Scorecard (DA Form 7888) (Applicable if current PMOS is in a lower physical category than advertised MOS)

NOTE: Please insure that all required documents (As Applicable) on the checklist are in 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 8 above; they will NOT be accepted.