

ARMY and/or AIR National Guard AGR VACANCY ANNOUNCEMENT

Office of The Adjutant General
12953 Minuteman Drive
Draper, Utah 84020-9286

ANNOUNCEMENT NUMBER: 22-029

OPEN DATE: 03 May 22

CLOSING DATE: 23 May 22
TIME: 2359 ET

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Human Resource NCO, PARA 102 LINE 03, E6, 42A

APPOINTMENT FACTORS: OFFICER() WARRANT OFFICER() ENLISTED(X)

LOCATION OF POSITION: CO B 1ST SPECIAL FORCES BN, 17800 SOUTH CAMP WILLIAMS ROAD BLUFFDALE, UT

WHO MAY APPLY: Must be, or be eligible to become, a member of the UT National Guard within the grade(s) of E5 and E6.

AREA OF CONSIDERATION: This position is open to the grades of: E5 to E6. Individual selected will be ordered to active duty in an Active Guard/Reserve (AGR) status under the provisions of Section 502f Title 32 U.S. Code and will receive an initial 36 month probationary AGR One-Time Occasional Tour (OTOT) with the Utah Army or Air National Guard. After the 36 month OTOT, the individual will enter the AGR Program. Retention as an AGR will be determined by duty performance and the needs of the Utah Army or Air National Guard. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Exceptions must be approved in writing by HRO-A and require a local lodging/residence plan. The basic job qualifications are listed on the attached Position Description; * Must be able to complete 3 years AGR service prior to completing 18 years of active military service or mandatory removal date. Must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance. **Officers:** Must possess AOC commensurate with AGR duty position. **Warrant Officers:** Must possess MOS commensurate with AGR duty position. **Enlisted:** Applicants for positions in grade E5 and below will have 12 months to become MOS qualified.

INSTRUCTIONS FOR APPLYING: IMPORTANT! PLEASE READ: you, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications with missing documents, or those not meeting the minimum appointment requirements will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. The documents listed below are required to make a complete packet and **WILL** be submitted "AS A MINIMUM" to HRO. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation to certify the soldier as eligible. **Failure to do so WILL result in a finding of "Not Qualified" and will cause the applicant to lose consideration for this position. DO NOT INCLUDE LETTERS OF RECOMMENDATION, BINDERS or COVER LETTERS.**

1. Completed and Signed NGB form 34-1 (dated 20131111).
2. Current IMR (Individual Medical Readiness) from AKO or MEDPROS with a copy of any permanent profile, if applicable.
3. Copy of ASVAB scores if not MOSQ
4. Selection board record brief
5. Statement of all active service performed. DD Form 214 or DD Form 1506 or Current RPAS statement
6. Last three NCOER's or OER's. Applicants without an NCOER will submit a (UTNG 1145) performance evaluation from their supervisor.
7. Letter to the board addressing any missing documentation due to extenuating circumstances
8. If currently, or have ever been, AGR provide a copy of most recent orders
9. If previously involuntarily separated from the AGR program please provide a letter to the board explaining the circumstances or a approved waiver in accordance with AR 135-18

APPLICATIONS ARE PREFERRED TO BE SUBMITTED THROUGH FTSMCS at <https://ftsmcs.ngb.army.mil/> but CAN ALSO BE SUBMITTED: *In person* to the HRO-A Office in Draper

or
Email at: ng.ut.utarmg.list.hro-agr-milpers@mail.mil

or
Via Mail to: UTAH NATIONAL GUARD: ATTN: HRO-A, 12953 Minuteman Drive, DRAPER, UTAH 84020-1776

****APPLICATIONS SUBMITTED IN POSTAGE PAID FEDERAL ENVELOPES ARE IN VIOLATION OF 18 USC SECTION 1719 AND WILL NOT BE CONSIDERED.****

HRO webpage: <https://gko.portal.ng.mil/states/UT/staff/HRO/Pages/default.aspx>

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 42A

Sustainment: For the purpose of sustainment requirements, Soldiers who are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 18 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Soldiers must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. Soldiers may be disqualified for any criteria as listed in Table 2-2 and 2-3
 2. Must be able to complete 3 years AGR service prior to completing 18 years of active military service or mandatory removal date.
 3. Must be a current member in good standing (no flagging actions) of a Utah Army National Guard unit
 4. Must be able to possess a SECRET clearance
 5. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
 6. Physical Health Assessment (PHA) date must be within 15 months in MEDPROS prior to the closing date of this advertisement
 7. Must have a passing for record APFT
 8. Must meet the Army body composition standards IAW AR 600-9.
 9. Must possess state driver's license and be able to be qualified to operate military vehicles which are organic to the unit.
 10. Cannot be within the initial AGR stabilization period
 11. Must not have voluntarily separated from the AGR program within the last 12 months
 12. Service members selected for this position must have a completed COVID vaccination or an approved exemption status
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BRIEF JOB DESCRIPTION:

*** This is an initial 36 month probationary Title 32 AGR One-Time Occasional Tour (OTOT) with the Utah Army or Air National Guard. After the 36 month OTOT, the individual selected will enter the AGR Program. Retention as an AGR will be determined by duty performance and the needs of the Utah Army or Air National Guard.***

1. INTRODUCTION

The incumbent provides personnel administrative support and supervision to the unit of assignment.

2. DUTIES AND RESPONSIBILITIES

- A. Serves as central point of authoritative information on a variety of administrative matters (e.g., format for directives and standard operating procedures (SOP), general office procedures, use of locally established forms and standard replies to communications, filing systems, maintenance of reference library, etc.). Assures that publications and forms issued by the headquarters are in proper format, are consistent with existing directives and are properly distributed. Suspense's and reviews correspondence and reports submitted by subordinate units for compliance with format, directives and procedures. Serves as pin-point distribution officer for the command and directs requisitioning, receipt, accounting for and distribution of manuals, blank forms and regulations. Drafts such directives as SOP, letters of instruction, and implementing procedures pertaining to military personnel and administration. Reviews new directives and determines effect on command policies and practices. Visits subordinate units for the purpose of providing guidance and assistance on administrative matters and to evaluate the command's administrative and personnel programs. Recommends to supervisor corrective action to be taken on discrepancies in these programs.
- B. Provides authoritative advice and counsel to the commander and his staff pertaining to military personnel administration. Maintains knowledge of applicable current regulations on military personnel which are only partially relevant and are supplemented by various secondary guides and keeps staff advised of changes. Recommends action to be taken on cases that affect military careers of members of the National Guard. Participates with supervisor and other staff officers in developing, implementing and carrying out recruiting plans to include actual involvement in interviewing individuals for membership and processing them into ARNG.
- C. Accomplishes a variety of military personnel transactions (e.g., appointments, enlistments, separations, promotions, reductions, MOS assignments, transfers, completion of officer and enlisted evaluation clearances, applications for attendance at schools, payroll actions, etc.). Provides guidance and assistance to personnel of the command who are concerned with completing the above transactions. Suspense's and receives transactions from subordinate units, insures compliance with regulations and procedures and that prerequisites are met or returned for correction. Initiates and completes transactions for personnel assigned to the headquarters. Ensures that cases such as fraudulent enlistment and non-selection for retention are properly documented and processed. Ensures that all pertinent and required data on members of the command is coded into SIDPERS.
- D. Keeps supervisor and command informed on the status of all personnel matters and takes an active role in managing the preparation for and correction of the Command Readiness Inspection (CRI) requirements/ deficiencies. Provides assistance and advice to unit personnel in correcting any and all types of deficiencies noted.
- E. Supervises operation of specific personnel functions such as personnel management, records, actions, SIDPERS, and advises the command and staff on personnel matters.
- F. Attends all unit training assemblies (UTA), additional training assemblies (ATA), and annual training (AT) periods. Provides necessary assistance and guidance in the preparation and accomplishment of unit readiness and unit training missions.
- G. May be required to attend special schools and/or conferences in support of new personnel programs, refresher training, and to provide oral and written letters of instruction to unit level administrative personnel.
- H. Assist the unit in recruiting and retention activities.
- I. Picks up, sorts, routes, and disposes of incoming official mail. Receives and dispatches registered and certified mail.
- J. Processes applicants for officer and warrant officer appointment. Prepares and assists other personnel in recommendations for awards and decorations.
- K. Performs other duties as assigned.

3. SUPERVISORY CONTROLS

Works under the administrative supervision of the Senior Full-Time Support person of the unit/headquarters to which assigned. Day to day work is subject to review for both technical and administrative acceptability and adherence to instructions and regulations.

SELECTING SUPERVISOR: LTC Campbell

CONTACT INFO: SSG PETER VEST (Com) 801-432-4315 (Email) peter.s.vest.mil@army.mil

EQUAL OPPORTUNITY:

The Utah National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.