

ARMY and/or AIR National Guard AGR VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT NUMBER: 24-007

OPEN DATE: 16 Oct 23

CLOSING DATE: 01 Nov 23  
TIME: 2359 ET

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Training NCO, PARA 206 LINE 01, E6, 13B/13J

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

LOCATION OF POSITION:    B BTRY 2-222ND FAR, 1710 EAST 4150 SOUTH ST GEORGE, UT

WHO MAY APPLY: Must be, or be eligible to become, a member of the National Guard within the grade(s) of E5 and E6. MOS: 13B/13J.

**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 Order. 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 (Enlisted Only) 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. Soldier Record Brief (SRB, aka: ERB/ORB)
5. Statement of all active service performed. DD Form 214 or DA Form 1506 or Current RPAS statement. If Active Duty, submit a memorandum explaining Active Federal Service time.
6. Passing ACFT 705 within six months of packet submission.
7. Last three NCOER's or OER's. Applicants without an NCOER will submit a (UTNG 1145) performance evaluation from their supervisor.
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
10. Letter to the board addressing any missing documentation (i.e., PHA is out of date)

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.utarng.list.hro-agr-milpers@mail.mil](mailto:ng.ut.utarng.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: 13B**

**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.

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**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 not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
4. Must be a current member in good standing (no flagging actions) of a Utah Army National Guard unit
5. Physical Health Assessment (PHA) date must be within 15 months in MEDPROS prior to the closing date of this advertisement
6. Must be able to possess a SECRET clearance
7. Must have a passing ACFT within six months of packet submission date.
8. Must meet the Army body fat 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

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**BRIEF JOB DESCRIPTION:**

\*\*\* This is an initial 36 month probationary Title 32 AGR Tour with the Utah Army or Air National Guard. After the 36-month tour, 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.\*\*\*

\*\*\*MOS: 13B/13J\*\*\*

**1. INTRODUCTION**

The Training NCO provides full-time support to develop and administer a unit training program to enhance training and improve the mobilization functions and provide day-to-day supervision of the unit training program.

**2. DUTIES AND RESPONSIBILITIES**

- A. Evaluate, prepare, track, and schedule soldiers to attend military schools to ensure proper MOSQ as required by the soldiers' duty MOS and grade.
- B. Soldier is responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives.
- C. Soldier drafts training schedules for approval which comply with command guidance and directives and publications of higher headquarters. Maintains the training library, unit TEC center and related training equipment. Maintains accounts and prepares requisitions for training aids, films and all appropriate training support materials.
- D. Prepares materials for advising the unit commander on unit mobilization posture and requirements. Maintains the unit mobilization plan and provides the information required for the unit status report.
- E. Maintains the unit MOS qualification training program. Advises and assists the first-line supervisors in implementation and conduct of the supervised-on-the-job training (SOJT) programs. Advises enlisted personnel on military education requirements and prepares applications for Army Service schools and Army extension courses. Maintains records for the above programs, monitors the progress of enlisted personnel and provides qualification information to the personnel section for personnel records updating.
- F. Attends all unit training assemblies, additional training assemblies and annual training periods providing assistance and guidance in the preparation for and execution of unit training. Conducts preparatory visits as required to training sites to ensure availability of and to procure required training areas, ranges, and training equipment.
- G. Prepares reports, briefing materials and correspondence related to training as required by the Readiness NCO, the commander and higher headquarters.
- H. Prepares and maintains the unit mobilization loading plans.
- I. Attends schools and conference as required by the commander and subsequently trains unit personnel using the information and skills acquired.
- J. Reviews and critiques trainer preparation and rehearses training presentations as directed. Provides instruction to the unit in his/her area of expertise.
- K. Performs other duties as assigned.
- L. Initiates and prepares correspondence in response to requests for information, policy or guidance.
- M. Makes decisions based on a variety of information sources; Interprets regulations to include deciphering MILPER/ALARACT messages for individuals, subordinates, commanders, and directors.
- N. Data input into all primary HR Information Systems which include but are not limited to eMILPO, Integrated Personnel and Pay System (IPPS-A), MARRS-N; SIDPERS (NG); RCAS; DTAS, and DCIPS.
- O. Duties could also include all types of orders processing, Awards, Evaluations, Promotions, DEERS/Rapids, Military Pay Functions, Sponsorship Program, In/Out processing functions and Records Management.
- P. Manages all equipment activity and supply requests for a combined 180-man support company in support of Special Forces Teams.
- Q. Prepares supply documents and maintains automated system of accounts for over 26 million dollars in supplies and equipment.
- R. Schedules and performs preventive maintenance on equipment.

**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.

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**SELECTING SUPERVISOR:** LTC Williams

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**CONTACT INFO:** SSG PETER VEST (Com) 801-432-4315 (Email) PETER.S.VEST.MIL@ARMY.MIL

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**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.