

ARMY and/or AIR National Guard AGR VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT NUMBER: 24-025

OPEN DATE: 11 Jan 24

CLOSING DATE: 01 Feb 24
TIME: 2359 ET

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Operations/Logistics Officer, PARA 105 LINE 01, O3, 90A*

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

LOCATION OF POSITION: 19 SF(A) GSB, 17800 SOUTH REDWOOD ROAD BLUFFDALE, UT

WHO MAY APPLY: Must be, or be able to become a member of the National Guard within the grade(s) of O2 and O3. Open to 90A/90A Feeder MOS and 18A.

AREA OF CONSIDERATION: This position is open to the grades of: O2 to O3. 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 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. Updated Officer Record Brief
4. 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.
5. Passing ACFT 705 within 12 months of packet submission.
6. Last three OER's. Applicants without a current OER will submit a memorandum signed by their Senior Rater directing reason.
7. Copy of 1059 illustrating AOC/Branch Qualification
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.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: 90A*

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. Ability to correctly follow administrative instructions in the completion of complex official documents. Ability to operate a computer for word processing and data base management. Knowledge of effective telephone techniques.
 3. Ability to exercise individual initiative, sound judgment and honesty.
 4. Ability to work without daily supervision and effectively manage own time. Ability to organize work and prioritize tasks.
 5. Ability to organize work and prioritize tasks for self and staff in support of the Battalion Commanders Training Guidance and both 1st SFC and AR 350-1.
 6. Computer literacy in MS Office Suite (MS Word, Excel, PowerPoint)
 7. Must be able to possess a TOP SECRET clearance
 8. Must have a passing ACFT within 12 months of application closing date.
 9. Must meet the Army body composition standards IAW AR 600-9.
 10. Must possess clerical and organizational skills commensurate to the duties and tasks of the position.
 11. Must be a current member of the military in good standing (no flagging actions)
 12. Must possess state driver's license and be able to be qualified to operate military vehicles which are organic to the unit.
 13. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
 14. Physical Health Assessment (PHA) date must be within 15 months in MEDPROS prior to the closing date of this advertisement
 15. Cannot be within the initial AGR stabilization period
 16. Current special forcers 18 series AOC/Branch qualified or current logistics AOC/branch qualified officers
 17. Applicant must be, or be willing and medically able to become, Airborne qualified within 12 months of selection.
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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: 18A (SFQC Complete)/90A or 90A feeder MOS not required to be SFQC Complete

1. INTRODUCTION

This position is located in a battalion-size headquarters. The incumbent provides full-time planning, management, coordination and execution of the battalion operations, training, and logistics program. Position provides day-to-day supervision of assigned staff section responsibilities and support to the full-time battalion AO, the unit Commander.

2. DUTIES AND RESPONSIBILITIES

- a. Responsible for accomplishing training plans and programs for the BN Commander and BN S3. Soldier facilitates unit training, mobilization readiness, risk assessment and safety objectives for the battalion.
- b. Knowledge and experience as a Logistician to support and execute regulatory directives and command guidance for equipment accountability (CSDP), maintenance (CMDP), and supply action (warehouse operations).
- c. Drafts training guidance that complies with command directives and the guidance of higher headquarters.
- d. Advises the unit commander on training and sustainment programs and mobilization readiness.
- e. Oversees all aspects of operations and/or logistics management to include near, short and long term planning, training execution, and evaluation.
- f. Conducts information management oversight for the unit training and sustainment programs, movement control, and supply action.
- g. Maintains the unit mobilization plan and provides the information required for the unit status report (USR).
- h. Prepares reports, briefing materials, and correspondence as required by the commander and higher headquarters.
- i. Represents the battalion at meetings and conferences as required.
- j. Prepares and maintains the unit mobilization loading plans.
- k. Assigned as the Battalion Safety Officer and oversees associated training and safety programs requirements and inspections.
- l. Assigned as the Battalion inspection compliance officer.
- m. Performs other duties as assigned.

3. SUPERVISORY CONTROLS

Soldier works under the direct supervision of the Battalion AO. Soldier receives technical guidance from supervisory personnel at higher headquarters. Soldier is tasked to accomplish daily requirements independently and in accordance with established policies. Performance is evaluated based on accomplishment of established objectives.

SELECTING SUPERVISOR: LTC Jensen VICE CPT Kramer

CONTACT INFO: SSG Hannah Rogers (Com) 801-432-4315 (Email) hannah.m.rogers17.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.