

California National Guard - Human Resources Office
Army Active Guard Reserve (AGR) Warrant Officer Vacancy
Statewide Vacancy Announcement

1 POSITION

Announcement Number: 061-13		Opening Date: 5 February 2013	Closing Date: 19 March 2013
Position Title: G3 Budget Officer	UIC/TDA/UMR Para/Line Number: W8AYAA /230A-01	DMOS/Branch: 420A0	Maximum Grade: W3 Minimum Grade: WOC
BDE/Unit Name and Address: SRCOM: JFHQ-CA HHD, JFHQ-CA 9800 Goethe Road Sacramento, CA 95826	Selecting Official: JFHQ-CA, G3		Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Officer <input type="checkbox"/> **See Below Warrant Officer <input checked="" type="checkbox"/> Enlisted w/cert of Eligibility <input checked="" type="checkbox"/> Enlisted WOC <input checked="" type="checkbox"/>

Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check-LC	Minimum Military Education Requirements: Federal Recognition as a 420A WOC
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Note: Statewide means: Must be a Current California Army National Guard **Active Guard Reserve (AGR) member** in order to apply. Applicants must be AGR and current 420A WO, Enlisted Soldier with a certificate of Eligibility (420A) or an Enlisted Soldier Federally Recognized as a WOC (420A) to apply.

Conditions of Employment

IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Military Status: Full-Time Military Title 32 Section 502 (f) (AGR). Initial AGR tours are three (3) years.
- Warrant Officer who has not received a referred officer evaluation report under the AR 623-3, in the past 36 months preceding the date of application or the scheduled date of entry in the AGR Program.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Soldier must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Soldier must currently meet the security clearance requirement.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.
- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.

Primary Duties and Responsibilities

Primary conduit for managing G3 federal funds programmed for CA ARNG functions. Responsible for tracking, managing, executing budget for the state training programs to include individual, statutory, collective and overseas training for over 16,000 Soldiers. Coordinates with respective entities to provide financial and resource management IAW DoD FM rules, regulations and higher HQ guidance. Ensures budget execution and mission enhancement are achieved at highest level. Advises DCSOPS on status and allocation of federal funds to maximize scarce resources. Primary expert on Fiscal Law and management controls/material weakness for the commander. Responsible for set up of DTS travelers, organizations, budget, lines of accounting, and cross organization funding. Approval authority for G3 DTS authorization and vouchers.

Additional Requirements: Applicants should have working knowledge of the Microsoft Suite of Products (Windows XP, Word, Excel, Access, and PowerPoint).

Specialty Qualification Requirements

- Warrant Officer applicants must be 420A MOSQ. Enlisted Soldiers that hold a Certificate of Eligibility (COE) must have proponent approval to attend 420A training. Enlisted Soldiers that are a Federally Recognized WOC must have proponent approval to attend 420A training.
- Soldiers applying must meet the physical demand, rating and qualifications for the initial award of the MOS IAW DA Pam 611-21.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21:
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Officer.
- Must have no non-waivable record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the position of trust.
- Must have no non-waivable convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet it will be returned to the applicant due to lack of information: (Please No binders)

1. Applicant's Worksheet found at <http://www.calguard.ca.gov/cahr/Pages/ArmyAGR.aspx>. Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position.
2. NGB Form 34-1 dated 20101105 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one of the application.
3. Three-quarter-length photograph (from the quadriceps up) in a duty uniform (Class A, B or ACU) taken within the previous 12 months ("Official" DA Military photograph is not required). Recommend 3 X 5 portrait, Best is 4X6 portrait.
4. Warrant Officer/Enlisted biographical summary.
5. **Certified copy** of DA Form 2-1, Officer Record Brief (ORB), Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR). (*Certified Copy – See frequently asked questions*)
6. All OER's/NCOER's for the last three years. Supervisor must provide a written statement or memo providing information as to why Soldier's OER's/NCOER's are not available. *WO1 applicants must submit WOBC DA Form 1059 and any OER's within the last three years.
7. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers. Ensure that height and weight are annotated. (*Certified Copy – See frequently asked questions*)
8. Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
9. Current IMR record printout from MEDPROS (Available on AKO). <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**).

10. All DD Form 214 (s) and NGB Form 22 (s) covering any active duty periods (copy must include bottom portion that identifies SPD code).
 11. RPAS statement (NGB Form 23B retirement points statement).
 12. Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).
 13. Current DMV print out (within six months) must be enclosed with this packet. Must have a current driver's license. DMV online Driver's record can be submitted if it shows soldier's name, current address, current driver license status and history on it. California DMV link: <http://dmv.ca.gov/online/dr/welcome.htm>. Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.
- Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1 20101105, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**
 - **Submit application to:** Joint Force Headquarters, ATTN: NGCA-PEZ-AGR, Box 5, 9800 Goethe Road, Sacramento, CA 95827-3561. Please see the frequently asked questions on our web page. **DO NOT USE APPROPRIATED GOVERNMENT FUNDS TO MAIL APPLICATION.**
 - **Note:** If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3404. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.