

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

**1 POSITION**

<b>Announcement Number:</b> 151-12		<b>Opening Date:</b> 15 August 2012	<b>Closing Date:</b> 19 September 2012
<b>Position Title:</b> Administrative NCO	<b>UIC/TDA/UMR Para/Line Number:</b> TDVA2/127-04	<b>DMOS/Branch:</b> 42A2O	<b>Maximum Grade: E5</b>  <b>Minimum Grade: E4</b>
<b>BDE/Unit Name and Address:</b> <b>SRCOM: 224<sup>th</sup> STB</b> Det 2, 224 <sup>th</sup> Sustainment BDE 1700 East 1 <sup>st</sup> Street Pomona, CA 91760		<b>Selecting Official:</b>  Battalion OIC	<b>Personnel Eligible to Apply:</b> Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/>  Enlisted <input checked="" type="checkbox"/>
<b>Security Clearance Requirement:</b> <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		<b>Minimum Military Education Requirements:</b>  Appropriate Military Education for Grade	

**Note:** Statewide means: Must be a Current California Army National Guard Member in order 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. Initial AGR tours are three (3) years.
- Applicants that are currently on an Excepted Federal Technician status and are selected for the AGR Program must resign or separate from their Technician position prior to the effective date of hire. Selected applicants will submit a copy of their Technician resignation to the AGR Branch prior to AGR orders being published.
- Stabilization Policy: IAW NGR (AR) 600-5 Chapter 2, Para 2-6(f). Soldiers entering an initial three-year tour must serve a minimum of 36 months if not MOS qualified, 24 months if qualified. This time period is waivable to 18 months before a soldier can be considered for another AGR position within the State. **A waiver request must be submitted IAW TAAI 09-13 for initial tour Soldiers with 18 months on AGR status.**
- For the purpose of sustainment requirements and upon selection, Soldier will sign a memorandum of understanding prior to orders being published by this headquarters. The memorandum of understanding states that the Soldier will voluntarily be removed from the promotion list upon the effective date of hire for a period of 12 months prior to a promotion board cycle.
- Enlisted soldiers must meet minimum stabilization requirements stated in CAARNG Pamphlet 600-200, Para 2-5.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- 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**

Include the following but not limited to: Input required Soldier personnel data accurately and in a timely fashion in the HR system of record. Assist in maintaining accountability of assigned personnel, who are assigned to the battalion. Execute required EPS actions to include awards, evaluations, personnel actions, promotion boards. Update Soldier records as required. Monitor, track and update personnel elements of individual Soldier readiness status within the battalion. Assist in preparing daily, weekly and monthly personnel reports for submission to brigade headquarters. Assist in the coordination of battalion level postal operations, health service support, military pay, religious activities, legal, and command information support within the battalion, as required by the battalion S1 and battalion OIC. Assist in establishing and documenting battalion policies and SOPs. Coordinate with higher headquarters to obtain external HR support. Assist in preparing quarterly Unit Status Report (USR), briefing materials as directed by the battalion S1 and/or AGR OIC. Attends all unit training assemblies, additional training assemblies and annual training periods. Attends MOSQ schools, additional skill identifier (ASI) required schools, and training courses conducted by the National Guard Professional Education Center, and or OTAG. Perform other duties as assigned.

### **Specialty Qualification Requirements**

- Applicants must be able to become 42A MOSQ within 12 months of hire. Soldiers who have not completed Initial Entry Training (IET) are ineligible to apply.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21
- A physical demands rating of moderately heavy.
- A physical profile of 323222.
- A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
- A minimum score of 95 in aptitude area CL on ASVAB tests administered prior to 2 January 2002.
- A security eligibility of SECRET.
- Requires mandatory formal training IAW MOS.
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
- 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 MOS.
- Must have no non-waivable convictions or criminal offenses listed as a misdemeanor or felony outlined in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

### **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)**

- 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.

- 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.
- 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.
- Enlisted Biographical Summary.
- **Certified copy** of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
- **Certified copy** of any official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. To include DD form 1966-1, Recruiters worksheet or the official test results. ([Certified Copy – See frequently asked questions](#))
- Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Applicants in the grade of E4 and Below or recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities.)
- **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](#))
- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
- Current IMR record printout from MEDPROS (Available on AKO). <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**).
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement (NGB Form 23B retirement points statement).
- Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).
- 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 CLOSURES. 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.