

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

1 POSITION

Announcement Number: 156-12		Opening Date: 28 August 2012	Closing Date: 28 September 2012
Position Title: Automation team Member	UIC/TDA/UMR Para/Line Number: W90EA5/010C-02	DMOS/Branch: 79T, 11B, 42A, 92Y, 68M, 74D, 25B	Maximum Grade: E6 Minimum Grade: E4
BDE/Unit Name and Address: SRCOM: 100th TC C Co, Recruiting and Retention BN Location: Rancho Cordova, CA	Selecting Official: Recruiting and Retention BN Commander		Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Enlisted <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: 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 resigned 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.**
- To meet the stabilization policy above and upon being selected for this position, Soldier will sign a memorandum of understanding which states the voluntary removal 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

The Automation NCO is responsible for maintaining mission readiness for all automation and communications equipment utilized by the RRB. Supported equipment includes laptop and desktop computers, printers, fax machines, digital senders and all software pertinent to the functionality of these items. Additionally, support desk set telephones and cell phones. To be a successful candidate, you must show a high degree of competence and understanding in the use of computers and their operating systems. You must have the motivation and desire to learn and must be quick and adept in understanding advanced administrator functions of large enterprise networks. Troubleshooting of fifteen or more work requests per day will be routine; these calls vary in difficulty and complexity and the desired candidate will show strong adaptability to all levels. Problems include and are not limited to functionality of Army proprietary software, Microsoft Office Suite, VPN applications, hardware drivers and conflicts, software installation, management of user access controls, role-based security assignments, along with security and distribution group memberships. You must also be familiar with computer hardware replacement and repair including replacement of malfunctioning internal components. Additionally, it is the responsibility of the Automation NCO to set up computer environments for first time use. All services will be documented in an electronic work order system. The majority of work will be done via phone therefore it is preferred that the candidate possess a strong command of the English language and proper grammar. In this position you will often be speaking directly to service provider vendors. You must be committed to complete customer satisfaction while remaining focused on organizational goals and objectives. You must be able to perform with limited direct supervision. You will be required to take and pass the APFT 2 times per year, conduct Individual Weapons Qualification annually, utilize a daily team Duty Status Board and Team Calendar. * This position requires a small degree of yearly travel to include training events, meetings, and workshops.

The desired candidate must possess a Secret security clearance. The candidate must also possess or be able to obtain the following credentials within 6 months of assignment:

1. Certification in a Microsoft Windows Operating System
2. Network+ or Security+
3. Attend the next available Automation NCO course in February 2013

Well qualified candidates will possess the following Knowledge, Skills, Abilities and Other attributes:

- High degree of motivation and personal accountability
- Ability to communicate effectively orally
- Knowledge of Active Directory, Windows Console and snap-ins and Remote Desktop Protocol
- Understanding of Virtual Private Networks
- Basic understanding of internet protocols such as TCP/IP
- Basic understanding of computer manager and all sub components
- Experience with entering work requests into a automated help desk system
- Experience troubleshooting and resolving issues with Microsoft Software (e.g., MS Windows7, MS Office 2007 suite, MS Outlook 2007), remote access capabilities, repairing laptops, desktops, printers, and FAX machines, imaging of work stations, and wireless networking consisting of configuring and troubleshooting work stations to connect to wireless networks.
- Telecom experience (LAN Lines and Cell phones)
- MOS 25B desirable, not mandatory

Specialty Qualification Requirements

- Applicants must be 79T, 11B, 42A, 92Y, 68M, 74D, or 25B MOSQ. 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:
- 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)*

1. NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
2. 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.
3. Prerequisite Application for Recruiting and Retention Position found at <http://ngcapublish.ca.ng.ds.army.mil/cahr/Pages/ArmyAGR.aspx>
4. Three-quarter-length photograph (from the waist up) in a duty uniform (Class A,B or ACU) taken within the previous 12 months ("official" military photograph is not required).
5. Enlisted Biographical Summary.
6. **Certified copy** of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
7. **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)*
8. 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).
9. DA Form 1059 showing completion of Warrior Leader Course (WLC) (if applicable).
10. **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated. *(Certified Copy – See frequently asked questions)*
11. Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
12. Current Medpros printout (Available on AKO). <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select **IMR record**).
13. All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy MUST include bottom portion that identifies SPD code).
14. RPAS statement (NGB Form 23B retirement points statement).
15. Security Clearance Letter of Verification. (Letter of Verification can be obtained from the Brigade level Security Manager).
16. 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.

17. Applicable certificates of Certification.

- 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.