



**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
P.O. Box 8111
Madison, WI 53708-8111**



**Army National Guard Active Guard Reserve (AGR)
ANNOUNCEMENT 16-112ARNG**

Officer On Board Only (OBO)

Also advertised Technician 16-283

OPENING DATE: 14 July 2016

CLOSING DATE: 28 July 2016

Position: S1 Officer

AOC: 01A00; (Open to male or female soldiers)

Duty Station: 426th RGMT (RTI), Ft. McCoy

Military Grade: Minimum: CPT/O-3
Maximum: CPT/O-3

Salary Range: Pay and allowance commensurate with military rank.

Area of Consideration: Limited to currently assigned AGR officers with the WIARNG full time AGR force.

Duties and Responsibilities: Responsible for all personnel issues including staffing, planning and estimates, unit status reporting, Soldier readiness processing, casualty reporting, replacement operations, suicide prevention program, adjutant duties, administrative support, personnel management, awards, promotions, decorations, transfers, line of duty reporting, UPL management, sexual assault prevention and response program, OERs, NCOERs, separations, retirements, and reassignments. Other primary duties of the Human Resources Specialist (S1) include overseeing the daily activities within the S1 section, and ensuring proper procedures are in place to encourage personnel development and retention. Position is responsible for ensuring all MSC Commander Critical Information Requirements and Serious Incident Reports are produced in a timely manner and communicated to higher.

Minimum Qualification Requirements:

1. Applicants must meet medical fitness standards established in AR 40-501, Chap 3 and must meet body composition standards prescribed in AR 600-9.
2. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
3. Applicants selected for positions are subject to a background investigation and/or police record checks prior to being reassigned to this duty position.
4. Applicants must not be subject to flagging action upon acceptance of this assignment.

5. All WIARNG AGR duty positions require a favorably adjudicated personnel security investigation (eligibility for Secret clearance). Some MOS/AOCs or Duty positions may require a Top Secret clearance.
6. At a minimum, applicants must be able to obtain and/or maintain a favorable adjudicated personnel security investigation (eligibility for Secret clearance) that is required for the grade, MOS/AOC and AGR duty position. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.
7. Applicants must currently be AGR serving with the WIARNG.
8. Captains must have a minimum of 4 years TIG and must have any officer advanced course completed per AR 135-155, tables 2-1 and 2-2 dated 13 July 2004.

Additional Information:

1. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.
2. Individual selected will be ordered to continue on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of The Adjutant General.

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position.

- Cover letter with Job Announcement Number and Position Title for which you are applying, along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- If you are unable to obtain or must substitute required documents, a brief detailed statement must be provided in the Application Cover letter to justify their absence. **Failure to include justification in cover letter will result in disqualification of Application.**
- NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 **(must be signed and dated);**
- DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.*
- Copy of last three OERs **(all pages, front and back)**. *Can be obtained from your Readiness NCO, Battalion S1, or iPerms.*
- Submit Copy of current Officer Record Brief (ORB). *Can be obtained from your Readiness NCO or Battalion S1.*
- Submit a statement of **current** (within 6 months) height and weight **(Must be separate of DA 705)**. If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be **signed by either a unit Readiness NCO, First Sergeant, or Commander.**
- A current (within 6 months) copy of DA Form 705 (Army Physical Fitness Test Scorecard) in accordance with AR 350-1 para 1-24.
- Submit a copy of your Individual Medical Readiness **(IMR)** Report from MEDPROS.

* It is important that you print the report, not the webpage screen that the IMR is found on.

***Log into AKO and click on Self Service, then click on My Medical, Then Click on the MEDPROS Icon on the right side of screen



This takes you to a Medical Readiness Profile (MEDPROS) Page. Lastly, click on IMR

1. E-mail **SCANNED** application to ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil. An email will be sent to confirm receipt of application; however, emails are NOT automatic. Please scan packet in as one document and not where each document is scanned in individually.
2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Please do not submit application packets in three-ring binders or staple pages together. Individuals may call before job-closing date to ensure the application was received.
3. **J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.
4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil