



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



**ARMY NATIONAL GUARD AGR CAREER ENHANCEMENT PROGRAM (CEP)**

**Announcement # 17-13ARNG**

**FROM: WIJS-J1**

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**PLEASE MAKE WIDEST POSSIBLE DISTRIBUTION**

**THIS ANNOUNCEMENT APPLIES TO CURRENTLY ASSIGNED WISCONSIN ARMY  
NATIONAL GUARD AGR SOLDIERS ONLY.**

**OPENING DATE: 06 December 2016**

**CLOSING DATE: 13 December 2016**

**Position:** Supply/Training NCO

**MOS:** 42R30 (Open to Male or Female Soldiers)

**Duty Station:** 132<sup>nd</sup> Army Band, Madison, WI

**Grade Authorized:** SSG/E-6

**Duties and Responsibilities:** Performs supervisory and management duties for company supply section personnel, ensuring proper guidance and training. Responsible for ensuring the company is logistically ready for mobilization. Consolidates and completes logistical information for quarterly Commander's Unit Status Reports (CUSR). Monitors the Command Supply Discipline Program (CSDP) of the company to ensure it is fully implemented. Monitors unit sensitive item, change of command, annual, and other inventories to ensure they are conducted to standard. Maintains the company property book, and possesses knowledge of how to prepare, submit, and interpret reports in GCSS-Army. Possesses knowledge of supply ordering procedures utilizing GCSS-Army, and commercial Class-II (off-the-shelf) purchasing using Government Purchase Card. Receives, inspects, and inventories organizational supplies and equipment as required. Secures and controls all sensitive items to include proper security of weapons and ammunition. Maintain individual clothing and OCIE inventories and records for the unit. Responsible for schools, travel, and training requests for all company Soldiers. Position requires knowledge and access to AFCOS, DTMS, DTS, and ATRRS applications. Supports the company Commander and 1SG in all training related events, and advises the company Commander and 1SG in the formulation of the Yearly Training Plan (YTP) as well as monthly training schedules for IDT and AT periods. Ensures unit management of all company training trackers to ensure unit suspense's are met. Normal duty day requires occasional evening meetings with unit leaders. *\*Must hold or obtain a Secret Clearance in order to prepare CUSRs.* A musician (instrumentalist or vocalist) performs all applicable styles of music. Expected styles include, but are not limited to, the following: marching band, ceremonial, concert band, classical, jazz, ethnic, and popular music compositions. Perform on a musical instrument in a variety of ensembles, ranging from solo performance to full concert band. Trains and leads a Music Performance Team (MPT). Organizes, instructs, trains, counsels, and evaluates instrumentalists and senior instrumentalists of the MPT. Supervises MPT operator maintenance. Performs duties of preceding skill levels. Applicant must be able to pass the Army Musician Proficiency Assessment (AMPA) consisting of ceremonial, prepared, and quickly prepared music. The applicant will be given 12 months to become DMOSQ in 42R.

**IAW DESPER/G1 Policy Memorandum 314 Soldiers must be qualified in the MOS and hold the same grade.**

### Additional Information:

1. 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.
2. 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.

### 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.\*
- Submit Copy of **last three** DA 2166-8 (NCOER's) for all E-5 and above, **(all pages, front and back)**. *Can be obtained from your Readiness NCO, Battalion S1, or iPerms.*
- Submit Copy of current Enlisted Record Brief (ERB). *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](mailto: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**.

2. *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.

3. Interested soldiers must inform their chain of command. If selected and soldier does not possess MOS, retraining must be accomplished within 12 months of appointment. 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.

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](mailto:ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil)