WISCONSIN ARMY NATIONAL GUARD
ARMY ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NUMBER: 19-130ARNG
OPEN DATE: 30 July 2019 CLOSING DATE: 13 August 2019
POSITION TITLE: Training Officer MOS: 90A00 POSITION GRADE: O3
GRADES AUTHORIZED TO APPLY: O2-O3
DUTY LOCATION: HHC 732ND CSS BN, Tomah, WI
AREAS OF CONSIDERATION: Any current member of the WIARNG or Regular Army/USAR/National Guard Soldier eligible for appointment in the Wisconsin Army National Guard

DUTIES AND RESPONSIBILITIES: This position is located in a Battalion size headquarters of the ARNG. The purpose of the position is to develop training and safety plans and procedures for the command. Provides staff planning and assistance to ensure that required training, safety and readiness objectives are achieved and mobilization-planning requirements are accomplished. Training activities at this level are concerned with the training of military personnel in a wide variety of occupations including clerical, trades and labor, administrative, technical, and/or professional skills. Must hold or be able to obtain a Secret Clearance in order to prepare NETUSRs. Must be or be able to become 90A

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position (If assistance in obtaining the below documentation is needed, contact your unit Readiness NCO)

☐ Cover letter that includes: name, rank, Job Announcement Number, Position Title, duty status (traditional, technician, AGR, etc.) for which you are applying, and 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 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 provided even if already AGR; must be signed and dated)

☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006

☐ All copies of DD Form 214s

☐ Copy of most current RPAS statement (23A)
- Last three OERs; *Can be obtained from your Readiness NCO, Battalion S1, or iPerms.* If you do not have 3 OERs, recommend letters of recommendation.

- Current Enlisted Record Brief (ERB). *Can be obtained from your Readiness NCO or Battalion S1.*

- Current (within 6 months) height and weight verification

- Current (within 6 months) copy of DA Form 705 (Army Physical Fitness Test Scorecard)

- 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

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. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 DSN 724-3720 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

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. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 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. Interested Soldiers must inform their chain of command.

5. If selected and Soldier does not possess MOS, retraining must be accomplished within 12 months of appointment.

6. 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