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

JFHQ-WI, J1 STAFFING – AGR
2400 WRIGHT ST RM 228
MADISON, WI 53704-2572

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VACANCY ANNOUNCEMENT NUMBER: 19-98ARNG
OPEN DATE: 9 May 2019    CLOSING DATE: 23 May 2019

POSITION TITLE: Human Resources NCO   MOS: 42A2O   POSITION GRADE: E5
GRADE AUTHORIZED TO APPLY: E4-E5

DUTY LOCATION: JFHQ-WI, Madison, WI
AREAS OF CONSIDERATION: Any current member of the WIARNG or Regular Army/USAR/National Guard Soldier eligible for enlistment in the Wisconsin Army National Guard

DUTIES AND RESPONSIBILITIES:

Duties include, but are not limited to: DEERS/RAPIDS operator, Enlisted Promotion System (EPS) processing, preparation, convening and related personnel actions for enlisted promotions/reductions/separations, initial officer appointments, awards, officer/enlisted retention selection, officer federal recognition, officer assessment, senior leader selection, and senior service education; manages Department of the Army (DA) mandatory promotion selection boards; assists with administration the NCO promotion system and DA promotion selection notification and delay; reviews, evaluates, and interprets regulatory guidance, policies, and procedures and provides appropriate guidance; researches and obtains all necessary relevant information regarding cases and issues, provide support during Soldier Readiness Processing while serving as a DEERS/RAPIDS Operator or Personnel Analyst, assist out of state board members with travel and accommodations, serve as board recorder for multiple boards. Applicants must be able to gain access to various HR systems such as: RCAS, DPRO, eTracker, G1Web Apps, Soldier Readiness Site, SIDPERS, and various iPerms roles such as: Authorized Official, Record Manager and Authorized Official. Other duties as assigned.

The following qualifications are mandatory for entry into this MOS per DA PAM 611-21:

1. A physical demands rating of Significant (Gray).
2. A physical profile of 323222.
3. Qualifying scores.
   a. A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
   b. 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.
   c. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
   d. As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
   e. A minimum OPAT score of Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) – 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category in “Significant” (Gray).
4. Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from
this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.
(5) A security eligibility of SECRET.
(6) Be a U.S. citizen.

If a new OPAT is required, one must be passed prior to in-processing AGR or transferring into the position.

If currently within 18 months of a WIARNG initial AGR tour, an exception to policy regarding stabilization must be approved by the Chief of Staff.

Enlisted Soldiers who will reach their Retention Control Points (RCP) within the initial three year tour will be disqualified. Refer to NGR 600-5, 21 September 2015, Table 5-1.

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 (NGB 23A)

☐ Last three NCOERs for all E-5 and above; **Can be obtained from your Readiness NCO, Battalion S1, or iPerms.** For new E5s and below recommend letters of recommendation.

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

☐ One of the following **if you do not possess the advertised MOS**: MEPCOM 680, MEPCOM 714, DD1966, TRNSCPTS, OR PRIOR SERV RCRDS (REDD Report) for ASVAB Scores. **Include copy of Armed Forces Classification (AFCT) Results Memorandum if most current and accurate ASVAB scores are not reflected on requested documentation. This is to verify ASVAB scores. Please ensure the document you are attaching has your ASVAB scores on it.**

☐ 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`