

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

ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil

VACANCY ANNOUNCEMENT NUMBER: 20-204 ARNG

OPEN DATE: 10 September 2020

CLOSING DATE: 25 September 2020

POSITION TITLE: Admin NCO

MOS: 12B20

POSITION GRADE: E5

GRADES AUTHORIZED TO APPLY: E4-E5

(Higher grades eligible to apply, with the understanding that they must take voluntary reduction to the advertised grade (E5) if selected).

DUTY LOCATION: Det 1 Co A 173rd, Rhinelander, 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:

Performs administrative duties. Responsible for Publications, Awards, ID Cards, SRIP, Extensions, Health/Dental & Line of Duty record maintenance, Weight Control, Personnel Orders/Transfers, Security Clearances, Sponsorship, Personal Mobilization Packets, Survivor Benefit Plans, and personnel records for the unit. Prepares and submits IPPS-A input data and higher HQs reports. Reads, interprets, and reconciles SIBx/IPPS-A generated reports. Works under the supervision of the Readiness NCO. Assists the Readiness NCO in all other areas as needed and/or appointed. Normal duty day requires occasional evening meetings with unit leaders.

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

Physical demands rating and qualifications for the initial award of MOS. Combat engineers must possess the following qualifications:

- (1) A physical demands rating of HEAVY (Black).
- (2) A physical profile of 111221.
- (3) Normal color vision.
- (4) Qualifying scores.
 - (a) A minimum score of 90 in aptitude area CO in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002.
 - (c) A minimum OPAT score of Standing Long Jump (LJ) – 0160 cm, Seated Power Throw (PT) – 0450 cm, Strength Deadlift (SD) – 0160 lbs., and Interval Aerobic Run (IR) – 0043 shuttles in Physical Demand Category in “Heavy” (Black).
- (5) Formal training (completion of MOS 12B course conducted under auspices of U.S. Army Engineer School) mandatory.

National Guard: Soldiers that do not meet the above qualifications must submit a determination packet through National Guard Bureau, ATTN: NGB-ARNG-AV, 111 South George Mason Drive, Arlington, VA 22204-1382, (http://www.rucker.army.mil/usaace/directorates/cdid/opfd/iw_enlisted.html).

HOW TO APPLY

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

- COVER LETTER that includes: name, rank, Job Announcement Number, Position Title 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**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. **Double check prior to sending packet.** NGB FORM 34-1 can be found at https://dma.wi.gov/DMA/hr/pdf/NGB34-1_2013.pdf
- DMA FORM 181-E or SF 181 (Race and National Origin Identification, form is required for packet, however completion of form is voluntary. Information from form is used for hiring board composition **only**.)
- DA FORM 2166-9-2 (NCOER) 3 or more most recent NCOERs for E5 and above, to cover most recent 36 months; For new E5s and below recommend letters of recommendation *****Can also submit letters of recommendation, but they will not replace required NCOERs.**
- Current Enlisted Record Brief (ERB). ******Can be obtained from your Readiness NCO or Battalion S1.**
- DD 214s (All copies) - *****Can be found in members iPerms or obtained from Readiness NCO or Battalion S1*****
- RPAS STATEMENT (23A) - *****Can be found in members iPerms or obtained from Readiness NCO or Battalion S1*****
- ASVAB SCORES (if you do not possess the advertised MOS/ASI; can be found on the MEPCOM 680, MEPCOM 714, DD 1966, TRNSCPTS, or Prior Service Records (REDD report – recruiter can pull)
- ***Due to COVID 19, current APFT and Height/Weight requirements are suspended until further notice. Applicants must still submit their most recent passing DA Form 705 and Height/Weight statement. Soldiers currently flagged will not be considered for AGR positions, and will have to coordinate with their unit to take a passing record APFT and/or height weight screening if they still wish to apply.*****
- Due to COVID 19, current PHA requirements (within one year) are suspended until further notice. Applicants must still submit their most recent Individual Medical Report (IMR) from MEDPROS, that shows their most current PULHES. Applicants PULHES must qualify them for the job/MOS for which they are applying. If they do not, but have corrected their medical deficiencies that need updated in the system, please coordinate with the unit Full Time Staff or HSS to fix records. Please also annotate this information in the cover letter.**

IMRs can be found at <https://medpros.mods.army.mil/Portal/#/>; Under "Forms", click on the link for IMR Record. That version MUST be the one used for the application.

- APPROVED STABILIZATION ETP MEMORANDUM (If within 18 months of initial WIARNG AGR tour or 12 months of reassignment) *****ETP can be sent through WIPAS separate from packet to expedite through your chain of command for Chief of Staff approval. Please make note in your cover letter that an ETP has been submitted, and route ETP to J1 AGR Branch**

1. **E-mail Scanned** or **digital PDF** application to: ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil **with this nomenclature: Job #, last name, first name**. 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