

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

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**JFHQ-WI, HRO STAFFING – AGR**

**2400 WRIGHT ST RM 228**

**MADISON, WI 53704-2572**

[ng.wi.wiamg.mbx.hro-internet-feedback@mail.mil](mailto:ng.wi.wiamg.mbx.hro-internet-feedback@mail.mil)

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**ANNOUNCEMENT NUMBER: 21-130**

**DATE: 13 May 21**

**CLOSING DATE: 26 May 21**

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

**Admin NCO, PARA 205 LINE 02, E5, 92A2**

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**APPOINTMENT FACTORS:**

**OFFICER()**

**WARRANT OFFICER()**

**ENLISTED(X)**

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**DUTY LOCATION:**

DET 1 CO A (DISTRO) 132 BSB  
401 EAST FAIR AVE  
ELKHORN, WI 53121

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**WHO MAY APPLY:**

Any current member of the WIARNG or Regular Army/USAR/National Guard Soldier eligible for enlistment in the Wisconsin Army National Guard. Higher grades eligible to apply, with the understanding that they must take voluntary reduction to the advertised grade (E5), if selected.

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**AREA OF CONSIDERATION:** This position is **open to current members of the Wisconsin Army and/or Air National Guard in the grades of: E4 to E5. Individual selected will receive an FTNGD-OS Tour with the Wisconsin Army and/or Air National Guard. In order to be considered for this position's applicants must meet minimum qualifications as outlined on this announcement.**

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**DUTIES AND RESPONSIBILITIES:**

Performs administrative duties. Responsible for 4100 tracking, roster management, ACFT and weight control program, and individual weapons qualification tracking and input. Maintains training and personnel records for the unit, including DTMS input and training schedules. Works under the supervision of the unit Readiness NCO and provides additional support in DTS, awards, promotions, AFAM, DAMPS, and ATRRS. Assists in processing and tracking Awards, NCOERs, Suspension of Favorable Action Flags, Leaves and Passes, and Military Pay. Responsible for timely personnel accounting and strength reporting. Performs additional duties as assigned. Normal duty day requires occasional evening meetings with unit leaders.

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**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must be a member of the Wisconsin (ARMY and/or AIR) National Guard and qualify for and be placed in the following compatible MOS/AOC: 92A2**

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must meet qualifications necessary for entry into CMF 92A in accordance with DA Pam 611-21, Chapter 10, Paragraph 10-92A.b.

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**REQUIRED DOCUMENTS FOR APPLYING:** The documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

1. Cover Letter: Must include 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). Additionally, the cover letter must provide an explanation for any missing documents within the remainder of the application. Failure to do so may result in disqualification.
2. NGB Form 34-1: Application for AGR Position, dated 11 November 2013. All applicants must complete the NGB 34-1, including on-board AGRs. Ensure the form is signed and dated.
3. SF 181: Ethnicity and Race Identification. Form is required for packet, however completion of form is voluntary. Information is used for hiring board composition only.
4. Evaluation Reports (OER/NCOER): Include no less than three most-recent NCOERs/OERs, covering a period of three years. When less than three evaluation reports exist, include all available evaluations and include any missing documents in the cover letter. Recommend including letters of recommendation when less than 3 years of rated time is available.
5. Record Brief (ERB/ORB/SRB): Service members should review for accuracy and include the most-recent version available. Contact your unit's Readiness NCO for assistance, if necessary.
6. DD 214s: All copies. Service members may download from iPERMS or consult their Readiness NCO for assistance.
7. RPAS Statement: NGB 23A. Service members may download from iPERMS or consult their Readiness NCO for assistance.
8. ASVAB Scores: MEPCOM 680, MEPCOM 714, DD 1966, Transcripts, REDD Report, Prior Service Record or alternate documentation of ASVAB scores. Applicants who do not possess the advertised MOS/AOC must include verification of required ASVAB scores to obtain the advertised MOS/AOC.
9. DA Form 705: Due to restraints imposed by the COVID 19 pandemic, applicants must submit their most recent DA 705 and height/weight statement, regardless of effective date. Service members for whom favorable personnel actions have been suspended (flagged), will not be considered for AGR positions.
10. Height and Weight Statement/Memorandum: Service members must obtain an endorsed statement which verifies their compliance with the Army weight control program. Service members for whom favorable personnel actions have been suspended (flagged), will not be considered for AGR positions.

11. Individual Medical Readiness (IMR) Report: Applicants must include most-recent IMR, which indicates current PULHES. PULHES must meet minimum qualifications for the MOS/AOC associated with advertised position. If recently corrected medical deficiencies are not shown on IMR, service members must coordinate with their units to have records updated. Ensure this information is also annotated on the cover letter.
  12. Approved Stabilization Waiver/Exception to Policy (ETP): Applicable for service members within 18 months of initial WIARNG AGR tour or those within 12 months of reassignment.
  13. Letter(s) of Recommendation (LOR): Applications may include letters of recommendation when applicable and/or appropriate. LORs may not be used to substitute missing documents.
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#### SELECTING SUPERVISOR:

#### ADDITIONAL NOTES:

To apply go to: <https://ftsmcs.ngb.army.mil/protected/Jobs/> This is the preferred method and provides you with quality control features prior to submitting your application. Submission using this method will automatically verify delivery of application.

1. Alternate Submission: **E-mail Scanned** or **digital PDF** application to: [ng.wi.wiarng.mbx.hro-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.hro-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. Alternate Submission: Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-HRO-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. *HRO 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. 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.hro-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.hro-internet-feedback@mail.mil)