



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 # 17-12ARNG

FROM: WIJS-J1-MS-MD

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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: Human Resources Sergeant

MOS: Open to those qualified as **42A30** (Open to Male and Female Soldiers)

Duty Station: JFHQ, G1, Madison, WI

Grade Authorized: SSG/E-6

Duties and Responsibilities: Reviews and processes all types of administrative separation packets while ensuring Soldiers rights are protected. Initiates, tracks, and processes separation actions to The AG. Reviews and processes documents related to the suspension of favorable actions. Reviews, interprets, and reconciles Director's Personnel Readiness Overview (DPRO) and Standard Installation Division Personnel System (SIDPERS) generated reports and records. Indexes, verifies and performs quality control functions in the Interactive Personnel Electronic Records Management System (iPERMS). Generates Military Personnel Office Orders (MILPO) orders for enlisted separations. Inputs or reviews AFCOS Pay Orders for multiple PMCs. Manages the records review process as part of the G1 SRP Team. Supervises and provides assistance and training to MSC or BN teams of analysts at monthly SRPs. Prepares and updates DD Form 93's and SGLV's. Prepares letters, memorandums, and any other required documentation. Facilitates suspense dates required by the G1. Provides support to the ID Card Office as verifying official (VO). Completes cross training by becoming familiar with and occasionally performing duties of other full-time support positions assigned to the G1 Enlisted Separations Team. Completes all other administrative duties or special projects as assigned.

IAW WI Personnel & Policy Guidance (WIPPG), Soldiers must be qualified in the MOS and hold the same grade.

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. 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. 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