



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 # 17-34ARNG

FROM: WIJS-J1

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PLEASE MAKE WIDEST POSSIBLE DISTRIBUTION

THIS ANNOUNCEMENT APPLIES TO CURRENTLY ASSIGNED WISCONSIN ARMY  
NATIONAL GUARD AGR SOLDIERS ONLY.

OPENING DATE: **07 February 2017**

CLOSING DATE: **14 February 2017**

**Position:** Readiness NCO

**MOS:** 92A40

**Duty Station:** HHC 132d BSB, Portage, WI

**Grade Authorized:** SFC/E-7

**Duties and Responsibilities:** Responsible to oversee and manage training and operations for the company on a daily basis. Coordinates and assists with scheduling for use of training sites and facilities for the company. Conduct administrative and logistical operations for the unit on a daily basis including the proficient operation of the Automated Fund Control Orders System (AFCOS), Defense Travel System (DTS) Army Training Requirements and Resources System, and Logistical requirements. Supports the Unit Commander and 1SG in all matters concerning personnel, equipment, supply and training readiness issues and Recruiting and Retention goals. Support the Higher Headquarters with necessary readiness indicator data to accurately and timely complete monthly, quarterly, semi-annual and annual reports. Perform additional duties as assigned or directed by MDAY and FTUS supervisory chains. Normal duty day requires occasional evening meetings with unit leadership.

**IAW DESPER/G1 Policy Memorandum 314 Soldiers must be qualified in the MOS and hold the same grade.**

#### **Additional Information:**

1. All WIARNG AGR duty positions require a favorably adjudicated personnel security investigation (eligibility for Secret clearance). Some MOS/AOCs or Duty positions may require a Top Secret clearance.
2. Applicants must be able to obtain and/or maintain a favorable adjudicated personnel security investigation (eligibility for Secret clearance) that is required for the grade, MOS/AOC and AGR duty position. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

## 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](mailto: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. If selected and soldier does not possess MOS, retraining must be accomplished within 12 months of appointment. 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](mailto:ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil)