

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: 20-011 ARNG

OPEN DATE: 16 October 2020

CLOSING DATE: 31 October 2020

POSITION TITLE: Readiness NCO

MOS: 11B40

POSITION GRADE: E7

GRADES AUTHORIZED TO APPLY: E7

DUTY LOCATION: HHC 1-128th IN, Eau Claire, WI

AREAS OF CONSIDERATION: Open to WIARNG on board AGR that possess the advertised MOS and Grade

DUTIES AND RESPONSIBILITIES:

Responsible to oversee and manage training and operations for the Unit on a daily basis. Coordinates and assists with scheduling for use of training sites and facilities for the Unit. Conduct administrative and logistical operations for the Unit on a daily basis including the proficient operation of the Integrated Personnel and Pay System – Army (IPPS-A), the Automated Fund Control Orders System (AFCOS), Defense Travel System (DTS), Army Training Requirements and Resources System (ATRRS), Wisconsin Interactive Personnel Action System (WiPAS), and Director's Personnel Readiness Overview (DPRO). 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, semiannual 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 and higher headquarters leadership.

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 for MISSING or OVERDUE items 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; *****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.**
- ❑ *****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 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. 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