

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

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JFHQ-WI, AGR MANAGEMENT TEAM  
2400 WRIGHT STREET  
MADISON, WI 53704-2572  
[ng.wi.wiamg.list.agr-staffing-and-services@army.mil](mailto:ng.wi.wiamg.list.agr-staffing-and-services@army.mil)

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ANNOUNCEMENT NUMBER: 25-012

DATE: 17 Oct 24

CLOSING DATE: 24 Oct 24

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
Operations NCO, PARA 103 LINE 04, E8, 92F5

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<b>APPOINTMENT FACTORS:</b>	<b>OFFICER()</b>	<b>WARRANT OFFICER()</b>	<b>ENLISTED(X)</b>
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**DUTY LOCATION:**

HHC 132 BSB  
2425 WEST WISCONSIN STREET  
PORTAGE, WI 53901

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**WHO MAY APPLY:**

On-Board Lateral. Must be a current on-board AGR in the State of WI within the grade(s) of E7 and E8. Must be qualified, or able to qualify, in advertised MOS (92F and 92A).

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**AREA OF CONSIDERATION:** This position is open to current members of the Wisconsin Army National Guard in the grades of: E7 to E8. Individual selected will be reassigned on their current AGR Tour with the Wisconsin Army National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on this announcement.

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**DUTIES AND RESPONSIBILITIES:**

Your primary roles are the Senior Enlisted Advisor to the Battalion Administrative Officer (AO) / Executive Officer (XO) and the Non-Commissioned Officer in Charge (NCOIC) of the Battalion S3 section. Provide technical and tactical guidance and professional support to subordinate companies. Serve as the Battalion Operations NCO and advise battalion staff in all areas of operations and training. Oversee battalion operations and training management with specific attention to the following requirements and programs: Army Training Requirements and Resources System (ATRRS), Department of the Army Mobilization Processing System (DAMPS), Digital Training Management System (DTMS), Defense Travel System (DTS), Range Facility Management Support System (RFMSS), and Total Ammunition Management Information System (TAMIS). Assist the Battalion AO in the management of the battalion Full-Time Unit Support (FTUS). Coach, mentor, and train company Readiness NCOs and staff NCOICs on proper management of their FTUS personnel, to include FTNGs and ensure compliance with State, Brigade, and Battalion policies and programs. Coach, Mentor, and Train FTUS Company Training and Administrative NCOs on implementing training plans, procedures, reports and assessments. Assist the FTUS Training Officer (TO) and Battalion S3 in developing and assessing the unit Mission Essential Task List (METL) and provide input for the yearly training plan, battalion suspense management, battalion operations and training management. Maintain training guidance and documents as required by higher headquarters. Manage the battalion military schools program. Coordinate with higher headquarters to obtain quotas for personnel to attend schools. Manage use of school quotas, training support, and other training resources as allocated to the battalion. Prepare and forward requests for training for all unit members, ensuring applicants are eligible to attend the school requested and all prerequisites have been met. Supervise and analyze requests for training equipment support to higher, adjacent, and other military commanders to support unit training objectives. Analyze statistics on weapons qualification, crew qualification table certifications, ACFT, weight control, Warrior Task Testing, Military Occupational Skill Qualification and other critical data as required. Oversee the management of the battalion driver's training program. Supervise development and preparation of operations information, plans, maps, sketches, overlays and related data to support Brigade Support Battalion Operations. Analyze reports on Battalion operations. Other duties will be assigned as needed to support the daily function, changes to systems or AOR and unit SOP.

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**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must be a member of the Wisconsin (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 92F5**

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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.
  2. Must not be under 18 months of stabilization for an AGR Initial Tour IAW NGR 600-5.
  3. Must not be under 12 months of stabilization for EPS selection IAW 600-8-19.
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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. DA Form 705: Applicants must submit their most recent record DA 705 (APFT or ACFT). Service members for whom favorable personnel actions have or should have been suspended (flagged), will not be considered for AGR positions.
  7. Height and Weight Statement/Memorandum: Service members must provide a current (within 6 months), endorsed statement verifying their compliance with the Army Body Composition Program (ABCP). Service members for whom favorable personnel actions have been suspended (flagged), will not be considered for AGR positions.
  8. 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.
  9. 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.
  10. 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:**

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#### **ADDITIONAL NOTES:**

**To apply go to: <https://ftsmcs.ngb.army.mil/protected/Jobs/> All applications for this job announcement type must be submitted via FTSMCS. The FTSMCS Jobs Module provides you with quality control features prior to submission and will automatically verify delivery of your application.**

1. Applicants may call at their convenience to verify receipt of an application. Comm: (608) 242-3724 DSN: x3724
2. *AGR Management Team (AMT) will not review the application for completion or accuracy before the closing date.* The applicant is responsible for ensuring the application is complete, correct and all required documents are 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 AMT and will not be returned.
3. Interested Soldiers must inform their chain of command.
4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm: (608) 242-3724 DSN: x3724 or e-mail [ng.wi.wiamg.list.agr-staffing-and-services@army.mil](mailto:ng.wi.wiamg.list.agr-staffing-and-services@army.mil).