



MICHIGAN NATIONAL GUARD



Human Resource Office
2500 S. Washington Ave.
Lansing, MI 48913-5101

AGRjobs@mi.ngb.army.mil

Army AGR Vacancy Announcement

ANNOUNCEMENT NUMBER: 04-107	NUMBER OF POSITIONS: One
OPENING DATE: 10 SEP 04	CLOSING DATE: 8 OCT 04
POSITION TITLE: Admin NCO MOS: 31R20	UNIT LOCATION: Co C 156 Signal, Wyoming, MI 49509
POSITION GRADE/SALARY: SGT/E-5	
AREA OF CONSIDERATION: Open to current members of the Army National Guard and those eligible to join the Army National Guard. ** Applicants not currently serving on the AGR program must meet the initial entry qualifications of NGR 600-5 and AR 135-18 Table 2-1 dtd 10 Dec 03.	
<ol style="list-style-type: none">1. Assist the commander and unit personnel in personnel and administrative matters by acting as the point of contact in issues relating to the welfare of the soldiers.2. Responsible to the commander for all financial (pay and benefits) actions to include IDT, AT, ADT, ADSW, incapacitation pay, enlisted bonuses, student loans, and educational assistance for all unit personnel. Is the single point of contact to ensure the prevention of pay related problems and provides input to SIDPERS-ARNG and the automated pay system. Is the unit's point of contact to SIDPERS-ARNG Interface Branch, Military Personnel Management Office (MILPO) at state headquarters and to the Military Pay Clerks in USP&FO.3. Assists in the planning, updating and execution of unit mobilization plans and loading plans, and unit supply planning.	

4. Attends all unit training assemblies, additional training assemblies, and annual training periods providing assistance and guidance in personnel and administrative matters and functions.
5. Attends schools and conferences as required by training and equipment developments and military education requirements.
6. Responsible for the day-to-day coordination and administration of the unit sponsorship program, and assists in other unit recruiting and retention activities.
7. Conducts public relations activities as directed to promote a positive image for the unit in the community.
8. Maintains the unit administrative functional files and reference library.
9. Performs other duties as assigned.

ALL APPLICANTS MUST MEET THE FOLLOWING CRITERIA:

1. Must be in the grade of E4 to E5 to apply.
2. Maximum grade of SGT/E-5.
3. Have been awarded the duty MOS, or be eligible for award IAW DA PAM 611-21.
4. Meet minimum score of 100 in aptitude area EL and 100 in aptitude area ST if ASVAB was taken prior to 2 January 2002. If ASVAB was taken after 2 January 2002 then 98 is required in aptitude area EL and 98 in aptitude area ST.
5. Have passed the Army physical Fitness Test (APFT) within the last year.
6. Meet the weight standards of AR 600-9.
7. Must possess a current Chapter 3 physical examination less than 6 months old or receive a new Chapter 3 physical examination prior to beginning AGR tour with PULHES of 111221. MUST NOT HAVE A PHYSICAL PROFILE RESTRICTION.
8. Must have Normal color vision.
9. Must be have or be able to receive a SECRET security clearance.
10. Submit to a current Drug and Alcohol Test (DAT).
11. Have Negative HIV test results obtained within 6 months of beginning AGR tour.
12. Become qualified in the duty MOS within 1 year of assignment.

New AGR accessions will be ORDERED to initial 3 year tour of active duty under the provisions of Title 32 U.S.C. 502(f). A subsequent tour is dependent on the needs of the AGR Program, meeting the qualifications for a subsequent tour outline in AR 135-18, and subject to the approval of the Adjutant General based on the recommendation of a Tour Continuation Board.

MUST be able to complete a 3 year initial tour prior to completing 18 years of Active Federal Service.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

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- **You, the applicant, are responsible for the completion and turn-in of your application, all contents and attachments prior to the closing date. Incomplete applications will be returned.**
 - **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**
 - **HOW TO APPLY: Individuals who meet the Qualifications and Requirements for this position will submit the entire application packet to:**

**Michigan National Guard
ATTN: MITAG-HRO-MD
2500 S. Washington Ave.
Lansing, MI 48913-5101**

or

E-Mail questions to AGRjobs@mi.ngb.army.mil

- **All applications must arrive in the HRO no later than the close of business on the closing date indicated above. Applications received after the closing date will not be considered.**

HOW TO APPLY: (if not currently AGR title 32)

YOUR PACKET MUST INCLUDE THE FOLLOWING OR WILL BE RETURNED WITHOUT ACTION:

NO BINDERS OR PRESENTATION ITEMS PLEASE

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1. *NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) dated OCT 02. **Previous editions WILL NOT be accepted.** <http://www.ngbpdc.ngb.army.mil/pubfiles/ngbforms/adobe/Ngb34-1.pdf>
 2. Full Length Photograph in class A uniform (snapshots/Polaroid's are acceptable)
 3. Copy of DA Form 2-1 (with most current aptitude area scores completed)
 4. Copy of most recent physical examination SF 88 and SF 93 or DD Fm 2807-1 and DD Fm 2808 – PULHES must be completed.
 5. Five latest NCOERS. (Soldiers not requiring an NCOER must submit a letter of recommendation of written performance evaluation from their commander or military supervisor)
 6. Copies of all previously issued DD Form 214s (must show RE code, reason for discharge, and type of discharge)
 7. Copy of current APFT (DA Form 705). APFT must have been completed within the last year or the application will be rejected.
 8. Copy of permanent profiles (DA Form 3349) if applicable.
 9. Statement from commander/authorized representative indicating applicant is not under current suspension of favorable actions.
 10. NGB Form 23B (Retirement Points History Statement). OR DA 1506 Statement of Service

HOW TO APPLY: (Current AGR title 32 Soldiers only)

Interested AGR soldiers should notify the AGR Office by memorandum no later than the closing

date. A resume may also be included, but is not required. The following information must be included in/provided with the memorandum:

1. Advertisement number (Include in memo)
2. SSN (include in memo)
3. Phone Number (include in memo)
4. Current Home Address (include in memo)
5. List of all MOS's obtained. (include in memo)
6. PROVIDE: Statement from commander/authorized rep indicating soldier is not under current suspension of favorable actions.
7. PROVIDE: Updated copy of DA Form 2-1 with most current aptitude area scores completed. (if not MOSQ)
8. PROVIDE: Copy of most recent physical. (if not MOSQ) (PULHES MUST BE NOTED)

Soldiers currently on the AGR Program ONLY may apply for this position, but must have an NGB waiver if they have less than 18 months AGR service in current position

The Michigan National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, or any other non-merit factor except where military assignments preclude female membership.