

OKARNG ACTIVE GUARD/RESERVE (AGR) OCCASIONAL TOUR VACANCY ANNOUNCEMENT: OT 15-05

MUST BE OR BE ELIGIBLE TO BECOME A MEMBER OF THE OKLAHOMA ARMY NATIONAL GUARD

Recruiting and Retention NCO (2 Vacancies)

OPEN DATE: 13 July 2015

CLOSING DATE: 11 August 2015

UNITS/ LOCATIONS: Oklahoma Recruiting and Retention Battalion (W91DAA) - w/duty at Multiple Locations throughout Oklahoma.

MAXIMUM MILITARY GRADE AVAILABLE: SGT/E-5
MILITARY POSITION: REC & RET NCO
FTMD POSITION: REC/RET NCO
APTITUDE SCORE: GT 110
DAOC/DMOS: 79T20

MINIMUM GRADE AUTH: SPC/E-4
MTOE P/L: TBD
FTMD P/L: TBD
OPEN TO FEMALES: YES

POSITIONS OF SIGNIFICANT TRUST (POST): In accordance with DA EXORD 193-14 & NGB SMOM 15-017, all Soldiers hired into sensitive duty positions are required to have favorable POST screening. Soldiers not meeting this requirement will not be hired into AGR status.

BRIEF DESCRIPTION OF DAILY DUTIES: Primary member of the Recruiting and Retention Force directly responsible for the administration of the Strength Maintenance Program; generates leads and processes applicants for enlistment; attends all unit training assemblies and provides assistance and guidance to local commanders in all areas of strength maintenance; ensures recruiting and retention objectives, goals and missions are accomplished; attends and conducts public relations activities in communities. Maintains contact with enlisted Soldiers within assigned units of responsibility to ensure successful transition of Soldiers between RSP, BCT and AIT; develops and implements retention programs within assigned units.

PREFERRED APPLICANTS WILL POSSES THE FOLLOWING ATTRIBUTES: Ability to plan and organize work; speak and understand Spanish (preferred not required), skill in selling a product, service or benefit; computer software skills to include Microsoft Access, Excel, Web based programs, and Power Point; be meticulous in carriage, dress and speech; be able to type 25 words per minute and complete the four week ARNG Strength Maintenance NCO Course within 90 days of employment.

MANDATORY REQUIREMENTS AT TIME OF APPLICATION:

- 1. Armed Services Vocational Aptitude Battery (ASVAB):** Must possess a GT score of 110 (Waivable to 100 if scored 100 in aptitude area ST on ASVAB prior to 2Jan02 or waivable to 100 if scored 96 in aptitude area ST on ASVAB test administered on or after 2Jan02).
- 2. Must meet minimum PULHES Profile and assignment criteria as outlined in DA Pam 611-21. Possess a physical profile 13221 or better to hold the 79T MOS.**
- 3. Be able to perform in a job with physical requirements IAW DA Pam 611-21 for individual MOS.**
- 4. Must possess a High School Diploma or GED with one year of college.**
- 5. Must possess a minimum SECRET security clearance.**

SPECIAL INSTRUCTIONS:

- 1. Individuals may withdraw packet at anytime while this announcement is open.**
- 2. CURRENT AGR Soldiers MUST:**
 - a. Be already qualified in their current military duty position (as of the closing date of this announcement) before they are eligible to apply.**
 - b. Have the potential to become qualified in the required MOS within 12 months after reassignment.**
 - c. Not be under current suspension of favorable personnel actions, or have reason to be under current suspension of favorable personnel actions.**

OKARNG ACTIVE GUARD/RESERVE (AGR) OCCASIONAL TOUR VACANCY ANNOUNCEMENT: OT 15-05 RECRUITING AND RETENTION NCO

ELIGIBILITY CRITERIA AND APPLICATION INSTRUCTIONS:

1. CURRENT AGR SOLDIERS: The following forms and documents must be submitted by all applicants, (NGB Form 34-1) available online at http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm.

- Signed **NGB Form 34-1** (NOV 2013) Application for Active Guard/Reserve (AGR) Position.
- **Enlisted Records Brief (ERB)** which may be obtained from your unit clerk utilizing the NGB G1 Portal. Must include ASVAB scores

2. Non-AGR SOLDIERS: The following forms and documents must be submitted by all applicants, (NGB Form 34-1 available online at http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm). All other forms and documents are available from the ARNG member's unit of assignment/attachment.

Eligibility criteria for initial entry into the ARNG AGR Program is contained in AR 135-18

- Signed **NGB Form 34-1** (NOV 2013) Application for Active Guard/Reserve (AGR) Position.
- **Enlisted Records Brief (ERB)** which may be obtained from your unit clerk utilizing the NGB G1 Portal. **Must include ASVAB scores.**
- **Medical Operational Data System (MODS) – Individual Medical Readiness Record** must include current **Periodic Health Assessment (PHA/Vision/Dental/Immunization must be current within 12 mo. HIV must be within 24 mo.)**
- **DA Form 3349** (Physical Profile) if applicable. (No temporary profiles except pertaining to pregnancy)
- **NGOK Form 113** (July 2015) (Commanders Certification of Current Weight) executed **within 30 days of the closing date** of this announcement (with DA Form 5500-R/5501-R if required). Must be certified by the Soldier's commander if other than the commander, delegation of signature authority memorandum is required. All forms must be digitally signed.
- **DA Form 705** (APFT Score Card) current within **6 months** of closing date of announcement. HT/WT must be annotated on the DA 705 OR provide documentation IAW AR 600-9 as to record HT WT completed within the authorized time of the record APFT. All signatures/initials on the DA Form 705 must be digital signatures.
- Latest five **NCOERs** as applicable. Include current NCOER. A letter of recommendation or performance evaluation, signed by applicant's Unit Commander, must be submitted on Soldiers not requiring an NCOER.
- **DD Form 214/220/215s** (Certificate of Release or Discharge from Active Duty) for ALL periods of Active Duty. Forms must include RE Code, Separation Code, and Reason for Separation/Discharge.
- Must have final or interim **Secret Security Clearance.**
- **Statements supporting periods of all service performed.** Any of the following documents may be used:
 - **NGB Form 23** (Retirement Credits Record)
 - **NGB Form 23B** (RPAS Statement)
 - **DD Form 1506** (Statement of Service)

NOTE: Applications considered by an AGR Selection Board **will not** be returned to applicant. Incomplete application packets **WILL NOT** be considered.

NON-AGR APPLICANT INFORMATION NOTICE: Individuals that are not already in an AGR status at time of application submission will fall under AGR Occasional Tour guidelines. This means that: "Upon completion of tour, selected traditional Officer/Warrant/Enlisted personnel will return to prior service status at one year."

WHERE TO APPLY: Application packets may be submitted by email (.pdf format only) to SFC Genese Cook at genese.a.cook.mil@mail.mil AND/OR WO1 Richard Sholar at richard.j.sholar.mil@mail.mil

Submission by mail or in person: **Joint Force Headquarters-Oklahoma**
ATTN: NGOK-FHR-AGR
3501 Military Circle
Oklahoma City, OK 73111-4398

ELIGIBILITY CRITERIA FOR AWARD OF AREA OF CONCENTRATION (AOC) OR MILITARY OCCUPATIONAL SPECIALTY (MOS): For specific requirements see DA Pam 611-21.

PAY AND ALLOWANCES/MAJOR BENEFITS: AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents. Retirement eligibility after 20 years of active service.

ADDITIONAL INFORMATION: Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP is permitted prior to entry on AGR status. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.