

California National Guard – Human Resources Offices

Army Active Guard Reserve (AGR)

Enlisted E-8 Vacancy Announcement

Position Details

Announcement Number: 001-22
Opening Date: 7 October 2021
Closing Date: 21 October 2021
Position Title: Operations NCOIC
DMOS/Branch: 00F50
Selecting Official: Chief of Staff, CAARNG
Max/Min Grade: E7 – E8
Duty Location: Duty At: JFHQ-CA (-) 9800 Goethe Road, Sacramento, CA 95827
Eligibility Requirements: Male, Female, Enlisted
UIC/TDA/UMR Para/Line TBD/TBD
Number:
Security Clearance Secret
Requirements:
Minimum Military Education Requirements: Appropriate Military Education for Grade

Area of Consideration

Membership Eligibility: MOS Immaterial. On Board AGR means: The applicant must be a Current an Active Guard Reserve (AGR) member in California Army National Guard in order to apply.

Rank Eligibility:

- Over-grade applicants must include a memorandum stating acceptance of an administrative reduction with their packet.

All other applicants that do not meet the minimum eligibility criteria are ineligible to apply.

Conditions of Employment

IAW AR 135-18, NGR 600-5, and CA ARNG Pam 600-200 applicants must meet the following requirements prior to applications being forwarded for board consideration:

Applications from Soldiers who do not qualify under AR 135-18, Table 2–1, or who have a non-waivable disqualification under Table 2–3, or who fail to meet any additional requirements prescribed by Chief, National Guard Bureau, will be disapproved and returned to the applicant. Soldiers who qualify under Table 2–1, but have a waivable disqualification under Table 2–2, will attach a request for the appropriate waiver to their applications.

- Applicants must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- Applicants must not be Flagged (Adverse, APFT, or Height and Weight) or be in a Medical Non-Deployable (MND) status (IAW AR 40-501, pregnancy is not a disqualifying condition).
- Applicants must currently meet the security clearance requirement.

- IAW AR 135-18, Table 2-1 Rule C (3) and NGB-ARH-08-025. Prior to entry on AD or FTNGD in AGR Program, applicants must meet medical fitness standards. PHA must be within 12 months.

Primary Duties and Responsibilities

Operations Non-Commissioned Officer in Charge of Army Division Headquarters. Supervises and/or process the following actions: Legislative Inquiries for the CAARNG, Family And Soldier Tip (FAST) Line Soldier requests, general officer CONUS/OCONUS travel and planning itineraries, state travel manager, event/ceremony coordination, official correspondence processing and distribution, military awards, DTS authorizations/vouchers, scheduling official visits, military air requests, DAMPS Manager, enlisted evaluations, ATRRS Manager, DTMS Manager, and IPPS-A Manager. Coordinate with CAARNG internal and external organizations for all matters pertaining to Army Division Headquarters. Hand receipt holder for all Army Division equipment and automation requirements. Protocol Support; QC, verify and process all Promotion Invitations and Misc Events. Reviews and provides input to joint staff operational orders. Ensures the effectiveness, training, and welfare of 8 Soldiers. Current extensive knowledge as a GPC Billing Official; Fiscal Requisition Access/Training; Documented experience working at the Division or higher level; ability to communicate effectively both orally and written; and ability to multitask and effectively adapt to change.

Instructions for Applying

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the California National Guard through [SAFE Website](#) in one .pdf file to ng.ca.caarng.mbx.agr-application@mail.mil. SAFE Instructions are below. **APPLICATIONS SUBMITTED AS AN UNENCRYPTED E-MAIL ATTACHMENT WILL NOT BE ACCEPTED.** All ineligible, illegible, or incomplete applications will be returned to the applicant without consideration from the hiring board. Complete applications must be received at the email address above as one completed file no later than 2359 Hours Pacific Standard Time of the day the Vacancy Announcement closes. Items 1-16 below are required if for any reason an applicant is unable to submit all documents below, a memorandum from the applicant must accompany the application explaining the discrepancy with the applicants packet. **Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet it will be returned to the applicant due to lack of information:**

1. For the Applicant's Worksheet, email steven.j.clough.mil@mail.mil. Ensure that all items are completed in Parts I and Part II of the Notification of Results California National Guard Position.
2. [NGB Form 34-1](#) (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
3. [NGB Form 34-2](#) (with section II, and III filled out by the applicant).
4. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The IMR must be dated within the last 12 months to be valid.
5. Letters of recommendation, or Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement. Submit last 3 NCOERs; if the previous 3 NCOERs are not available, supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities.
6. **Certified Copy** of Selection Board Record Brief (ERB). (Without DA photo)
7. [DA 1506](#) (Statement of Service with signature and date).

8. Statement of all active service performed. The following documents are acceptable: Current RPAM Statement (NGB Form 23B), equivalent retirement points statements for other services; DD FORM 214(s), DD Form 220(s), and any accompanying DD Form 215(s) (if applicable).
9. Enlisted Biographical Summary IAW CA ARNG PAM 600-8-19, Figure A-5.
10. **Certified copy** of one of the following official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. Applicants should make every effort to retrieve their Reenlistment Eligibility Data Display (REDD), or the official test results from a Recruiter. If these are unable to be retrieved, the DD Form 1966-1 may be accepted.
11. **Certified copy** of current DA Form 705 (APFT Scorecard), within six months; ensure HT/WT is annotated.
12. **Certified copy** of current DA Form 5500 / DA Form 5501 as applicable, Must meet standards IAW AR 600-9.
13. Security Clearance Letter of Verification that is within 6 months of the closing date of this VA.
14. Current DMV print out (within six months). Must have a current driver's license. DMV online Driver's record can be submitted if it shows Soldier's name, current address, current driver license status and history on it. [DMV Website](#). Soldiers unable to obtain a current DMV print out due to mobilization must provide a memorandum of justification. Upon return from mobilization, Soldiers must provide a DMV print out prior to orders being published.
15. **Current AGR Members: AGR Branch must receive BDE command concurrence with the submission of your AGR packet. Command concurrence could either be an email to AGR Branch or a signed memorandum.**
16. Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1, dated 20131111, are ineligible to apply. **DD Form 214(s) that have unfavorable remarks to include: Unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness, or In Lieu of Court-Martial are ineligible to apply IAW AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 3, 8, and 635-200 Chapter 11.**

Instructions for Submitting Applications

- Go to the [SAFE Website](#)
- Select your signature certificate and enter your pin.
- Click Drop-off option
- Under Add Recipient input the following Information:
 - Name: NG CAARNG AGR Branch
 - Email address: ng.ca.caarng.mbx.agr-application@mail.mil and Click Add & Close.
- Select box to encrypt files. Create a passphrase. Click ok.
- Click to Add files to submit your packet. Please submit packet as one PDF.
- Click Drop-off files.
- **Email ng.ca.caarng.mbx.agr-application@mail.mil your passphrase in order for your packet to be downloaded by AGR Branch.**

Remarks

Salary: Salary IAW current rank and active duty pay documents.

Equal Opportunity: The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.