California National Guard – Human Resources Offices

Army Active Guard Reserve (AGR)

Enlisted E6 Vacancy Announcement

Position Details

Announcement Number:	005-21
Opening Date:	7 October 2020
Closing Date:	6 November 2020
Position Title:	Training NCO
DMOS/Branch:	12C3O
Selecting Official:	Battalion AO
Max/Min Grade:	E5 – E6
Duty Location:	DET 2, 132ND EN CO 3517 W Street, Eureka, CA 95503
Eligibility Requirements:	Male, Female, Enlisted
UIC/TDA/UMR Para/Line Number:	X0DA2/104/02
Security Clearance Requirements:	Secret
Minimum Military Education Requirements:	Appropriate Military Education for Grade

Area of Consideration

Membership Eligibility: All applicants must be able to become 12C MOSQ within 12 months of hire date in order to apply. (Please see additional requirements) Statewide means: The applicant must be a Current California Army National Guard member in order to apply.

Rank Eligibility:

- If accessed as an E5, the selected applicant must have less than 11 years total Active Federal Service on the date the applicant is assessed into the AGR Program. (Not applicable to current AGR Members)
- If accessed as an E6, the selected applicant must have less than 17 years total Active Federal Service on the date the applicant is assessed into the AGR Program. (Not applicable to current AGR Members)
- Over-grade applicants must include a memorandum stating acceptance of an administrative reduction with their packet.
- If applying as an E6 or above, but Non-Duty MOSQ and selected for the position, the applicant must take an administrative reduction to E5 per AR 135-18, Table 2-1, 2a.
- 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.

- New hire authorizations are subject to priority of fill process IAW with CA ARNG Pamphlet 600-200, 2-2c.; priority fills will supersede all other new hires IAW approved AGR allocations. Effective date of hire will be determined in accordance with priority fill determination / funding.
- To qualify for initial entry into the ARNG Title 32 AGR FTNGD Program applicants must meet the requirements of AR 135-18 (The Active Guard Reserve (AGR) Program); have an approved waiver per AR 135-18; not be disqualified per AR 135-18; and meet any additional requirements prescribed by the Director, Army National Guard
- Officer or Warrant Officer who has not received a referred officer evaluation report under the AR 623-3, in the past 36 months preceding the date of application or the scheduled date of entry in the AGR Program.
- Soldier must not have been relieved for cause from any duty position, including but not limited to relief from command, in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.
- All applicants will sign a NGB Form 34-2 (Certificate of Agreement and Understanding) during their accession process into the ARNG Title 32 AGR FTNGD Program.
- Accessions into the AGR Program with assignment to Positions of Significant Trust (POST) requires screening of personnel selected for suitability and security before assignment to POST. In order to ensure the best qualified personnel serve in identified POST. The Position of Trust standards are qualifications for specified assignments and not a standard of service.
- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Military Status will be: Full-Time Military Title 32 Section 502 (f) (AGR). Initial AGR tours are three (3) years.
- Stabilization Policy (When Applicable): IAW NGR (AR) 600-5 Chapter 3, Para 3-5(c). Soldiers entering an initial three-year tour must serve a minimum of 36 months if not MOS qualified, 24 months if qualified. This time period is waivable to 18 months before a soldier can be considered for another AGR position within the State. A waiver request must be submitted IAW NGR 600-5, and CA ARNG Circular 135-18 for initial tour Soldiers with 18 months on AGR status.
- 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 (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.
- 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

Provide supervision over unit's training requirements to enhance the unit's readiness. Responsible for monitoring non MOSQ Soldiers and submitting individual training requirements. Forecast and coordinate school seats via ATRRS. Develop and publish unit training calendar and schedules, forecast ammo requirements. Forecast and secure training resources to include training site. Responsible for updating and maintaining the unit mobilization files. Coordinate, compile and produces the Unit Status Report (USR) and Commanders Training Assessment (CTA). Position requires knowledge of the Automated Fund Control Orders System (AFCOS),

Defense Travel Management System (DTMS, Army Training Requirements and Resource System (ATRRS) and a basic understanding of Microsoft based programs. Perform other duties as assigned.

Maintains all training support materials. Prepares materials for advising the unit commander on unit mobilization posture and requirements. Provides the information required for the unit status report. Attends all unit training assemblies, and annual training periods providing assistance and guidance in the preparation for and execution of unit training. Conducts preparatory visits as required to training sites to ensure availability of and to procure required training areas, range, and training equipment. Maintains the unit MOS qualification training program.

Advises and assists the Company Readiness NCO on military education requirements and forwards applications for Army Service schools. Assists in planning, updating and executing unit mobilization plans and loading plans, and unit supply planning. Attends schools and conferences as required by training, development and military education requirements. Become familiar with, operates and obtain passwords for RLAS, ATRRS, ITRS, TAMIS and any other training/training support systems or future systems that comes on line.

Additional Requirements:

- Must have no documented instances in the last five years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
- Must have no non-waiverable record of disciplinary action under UCMJ or patterns of behavior which indicated a lack of integrity, or which is inconsistent with the MOS.
- Must have no non-waiverable convictions or other adverse disciplinary convicts for criminal offenses listed as a misdemeanor or felony outlined in AR 601-210, Chapter 4.
- A minimum score of 90 in aptitude area CO in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002.

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 1-15 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:

- 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.
- 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.
- NGB Form 34-2 (with section II, and III filled out by the applicant).

- 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. (Available on AKO). MEDPROS (select IMR record).
- 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. Applicants in the grade of E4 and below or recently promoted E5s, must submit at least one current letter of recommendation in lieu of this requirement. Ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities.
- **Certified Copy** of Selection Board Record Brief (ORB/ERB). (Without DA photo)
- DA 1506 (Statement of Service with signature and date).
- Statement of all active service performed. The following documents are acceptable: Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement); for other services, equivalent retirement points statement; Certificate of Release or discharge (DD Form 214, (s), DD Form 220(s), and any accompanying DD Form 215(s) if applicable).
- Enlisted Biographical Summary IAW CA ARNG PAM 600-8-19, Figure A-5.
- **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.
- **Certified copy** of current DA Form 705 (APFT Scorecard), within six months for "on-board" AGR Soldiers, and within 12 months for traditional Guardsmen. Ensure that height and weight are annotated.
- **Certified copy** of current DA Form 5500 / DA Form 5501 as applicable, Must meet standards IAW AR 600-9.
- Security Clearance Letter of Verification that is within 6 months of the closing date of this Vacancy Announcement. (Letter of Verification can be obtained from the Brigade Security Manager).
- Current DMV print out (within six months) must be enclosed with this packet. 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.
- Applicants who answer YES to questions 8 or 12 – 16 of section IV, NGB Form 34-1, dated 20131111, or have not completed initial entry training (IET) 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.