ARMY and/or AIR National Guard AGR VACANCY ANNOUNCEMENT

Office of The Adjutant General
12953 Minuteman Drive
Draper, Utah 84020-9286

ANNOUNCEMENT NUMBER: 17-102 **OPEN DATE: 17 Oct 16** **CLOSING DATE: 15 Nov 16**
TIME: 2359 ET

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
TRAINING NCO, PARA 105 LINE 05, E6, 92A

APPOINTMENT FACTORS: **OFFICER( )** **WARRANT OFFICER( )** **ENLISTED(X)**

LOCATION OF POSITION: HHC SUPPORT BN 19TH SF GSB, 625 EAST 5300 SOUTH, OGDEN, UT 84405

WHO MAY APPLY: Must be a current member of the UT National Guard within the grades of E5 and E6

AREA OF CONSIDERATION: This position is **open to the grades of: E5 to E6. Individual selected will receive an AGR Tour with the Utah Army or Air National Guard. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.** Individual selected for this position will be ordered to active duty in an Active Guard/Reserve (AGR) status under the provisions of Section 502f Title 32 U.S. Code. The basic job qualifications are listed on the attached Position Description; * **Must** be able to complete 3 years AGR service prior to completing 18 years of active military service or mandatory removal date. Must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance. **Officers:** Must possess AOC commensurate with AGR duty position. **Warrant Officers:** Must possess MOS commensurate with AGR duty position. **Enlisted:** Applicants for positions in grade E5 and below will have 12 months to become MOS qualified. If E6 or above must be MOS qualified for the position or service member will be reduced to E5 and given 12 months to become MOS qualified. Applicant's military grade cannot exceed the maximum military grade authorized to the position being hired.

INSTRUCTIONS FOR APPLYING: IMPORTANT! PLEASE READ: **you**, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications with missing documents, or those not meeting the minimum appointment requirements will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.The documents listed below are required to make a complete packet and **WILL** be submitted "AS A MINIMUM" to HRO. 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 to certify the soldier as eligible. **Failure to do so WILL result in a finding of "Not Qualified" and will cause the applicant to lose consideration for this position. DO NOT INCLUDE LETTERS OF RECOMMENDATIONS, BINDERS or COVER LETTERS.**

1. NGB form 34-1 (dated 20131111).
2. Current DA photo. (E5 and below may submit a three-quarter length photo in ACU or Service uniform)
3. Current IMR (Individual Medical Readiness) from AKO or MEDPROS with a copy of any permanent profile, if applicable.
4. Copy of ASVAB scores if not MOSQ
5. Personnel Qualification Record (PQR)
6. Soldier Record Brief (SRB, aka: ERB/ORB)
7. Statement of all active service performed. DD Form 214 or DD Form 1506
8. Current RPAS statement
9. DA Form 705 (APFT), within the last 9 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
10. Provide current DA 5500/5501 (if applicable)
11. Letter to the board addressing any missing documentation due to extenuating circumstances (i.e., DA photo outdated due to promotion on deployment)
12. Last three NCOER's or OER's. Applicants without an NCOER will submit a (UTNG 1145) performance evaluation from their supervisor.

APPLICATIONS ARE PREFERRED TO BE SUBMITTED THROUGH FTSMCS at https://ftsmcs.ngb.army.mil/ and CAN ALSO BE SUBMITTED: *In person* to HRO-A Office in Draper, by *Email at*: ng.ut.utarng.list.hro-agr-milpers@mail.mil , or *Via Mail* to: UTAH NATIONAL GUARD: ATTN: HRO-A, 12953 Minuteman Drive, DRAPER, UTAH 84020-1776
APPLICATIONS SUBMITTED IN POSTAGE PAID FEDERAL ENVELOPES ARE IN VIOLATION OF 18 USC SECTION 1719 AND WILL NOT BE CONSIDERED.
FAXED APPLICATIONS WILL NOT BE ACCEPTED. You can also visit the HRO webpage at: www.ut.ngb.army.mil/hro

---

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 92A
Sustainment: For the purpose of sustainment requirements, Soldiers who are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 18 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Soldiers must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. Soldiers may be disqualified for any criteria as listed in Table 2-2 and 2-3
2. Must be able to complete 3 years AGR service prior to completing 18 years of active military service or mandatory removal date.
3. Must be a current member in good standing (no flagging actions) of a Utah Army National Guard unit
4. Must be able to possess a SECRET clearance
5. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
6. Physical Health Assessment (PHA) date must be within 15 months in MEDPROS prior to the closing date of this advertisement
7. Must have a passing APFT within 9 months of application closing date
8. Must meet the Army body fat standards IAW AR 600–9.
9. Must possess state driver's license and be able to be qualified to operate military vehicles which are organic to the unit.
10. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
11. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
12. A minimum score of 95 in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
13. A physical demands rating of very heavy.
14. A physical profile of 222222.
15. If not currently MOSQ, must become DMOSQ within 1 year
16. Selected Soldier must be, or be willing to become Airborne Qualified within 12mos of selection

BRIEF JOB DESCRIPTION:

1. INTRODUCTION

The Training NCO provides full-time support to develop and administer a unit training program to enhance training and improve the mobilization functions and provide day-to-day supervision of the unit training program.

2. DUTIES AND RESPONSIBILITIES

A. Soldier is responsible for accomplishing the commander's plans and programs to attain the unit's training and mobilization readiness objectives.
B. Soldier drafts training schedules for approval which comply with command guidance and directives and publications of higher headquarters. Maintains the training library, unit TEC center and related training equipment. Maintains accounts and prepares requisitions for training aids, films and all appropriate training support materials.
C. Prepares materials for advising the unit commander on unit mobilization posture and requirements. Maintains the unit mobilization plan and provides the information required for the unit status report.
D. Maintains the unit MOS qualification training program. Advises and assists the first-line supervisors in implementation and conduct of the supervised-on-the-job training (SOJT) programs. Advises enlisted personnel on military education requirements and prepares applications for Army Service schools and Army extension courses. Maintains records for the above programs, monitors the progress of enlisted personnel and provides qualification information to the personnel section for personnel records updating.
E. Attends all unit training assemblies, additional 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, ranges, and training equipment.
F. Prepares reports, briefing materials and correspondence related to training as required by the Readiness NCO, the commander and higher headquarters.
G. Prepares and maintains the unit mobilization loading plans.
H. Attends schools and conference as required by the commander and subsequently trains unit personnel using the information and skills acquired.
I. Reviews and critiques trainer preparation and rehearses training presentations as directed. Provides instruction to the unit in his/her area of expertise.
J. Performs other duties as assigned.

3. SUPERVISORY CONTROLS

Works under the direct supervision of the Readiness NCO or the senior full-time support soldier. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based on accomplishment of established objectives.

SELECTING SUPERVISOR: LTC JEFF BRUCE VICE: SFC PIERRO

CONTACT INFO: SPC ALEIX GRAHAM (Com) 801-432-4315 (Email) ALEIX.J.GRAHAM.MIL@MAIL.MIL

EQUAL OPPORTUNITY:

The Utah National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.