



MICHIGAN NATIONAL GUARD



Human Resource Office
2500 S. Washington Ave.
Lansing, MI 48913-5101
hroagr@mi-arng.ngb.army.mil

Army AGR Vacancy Announcement

ANNOUNCEMENT NUMBER: 05-001	NUMBER OF POSITIONS: One
OPENING DATE: 1 OCT 04	CLOSING DATE: 29 OCT 04
POSITION TITLE: STATE CSM MOS: Immaterial	UNIT LOCATION: Joint Forces Headquarters, Michigan Army National Guard, Lansing MI 48913
POSITION GRADE/SALARY: CSM/E9	
AREA OF CONSIDERATION: Open to SGM/E9 AND CSM/E9 currently serving in the Michigan Army National Guard: (M-Day, Technicians, and AGR soldiers). ** 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. ***This is a three (3) year non-renewable AGR tour.	
BRIEF DESCRIPTION OF DUTIES	
Advises the Adjutant General and Staff on all enlisted matters. Determines the state of enlisted morale; observes Annual Training; refers problem found to office of primary responsibility; advises the Adjutant General on problem solution; provides assistance and accompanies the Adjutant General on Statewide visit/meeting. Advises/assists enlisted members. Advises Full Time Support members; advises traditional guardsman; advises (unit) Command Sergeant Major/Senior Non-Commissioned Officers. Conducts Statewide Sergeants Major Call. Plans, organizes and convenes the State Annual Sergeants Major Call. Advises and assists Enlisted Council/Special Action Board. Advises and assists AGR renewal board; advises and assists Safety Council; advises and assists Promotion Board; advises and assists Soldier/NCO of the Year Board; advises and assists Employer-Guard Support Committee; advises and assists Enlisted Qualitative Retention Board. Monitors Training. Reviews Statewide MOS Qualification Program; reviews NCO Education/Development System; monitors curriculum/training of State NCO Academy.	
ALL APPLICANTS MUST MEET THE FOLLOWING CRITERIA:	

1. Must be in the grade of E9 to apply.
2. Have passed the Army physical Fitness Test (APFT) within the last year.
3. Meet the weight standards of AR 600-9.
4. Eligible for immediate reenlistment or extension without regard to time remaining to ETS.
5. 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.
6. Submit to a current Drug and Alcohol Test (DAT).
7. Have Negative HIV test results obtained within 6 months of beginning AGR tour.

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). This is a three year non-renewable tour of the AGR Program.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

- **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 hroagr@mi-arng.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 currently M-day or Technician)

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

NO BINDERS OR PRESENTATION ITEMS PLEASE

1. *NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) dated OCT 02. **Previous editions WILL NOT be accepted.** <http://www.ngbpdcc.ngb.army.mil/pubfiles/ngbforms/adobe/Ngb34-1.pdf>
2. Official Photograph per AR 640-30.

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.
6. Copies of all previously issued DD Form 214s (must show RE code, reason for discharge, and type of discharge)
7. Copy of last three years of 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. Biographical Sketch (Figure 9-3, NGR 600-200, Chapter 9).
10. NGB Form 23B (Retirement Points History Statement).

HOW TO APPLY: (If currently AGR)

Interested AGR soldiers should notify the AGR Office by memorandum and additional information, no later than the closing date. The following information must be included in/provided with the memorandum: **NO FAX OR E-MAIL APPLICATIONS**

1. Advertisement number (Include in memo)
2. SSN (include in memo)
3. 5 latest NCOERS
4. Copy of Last three (3) years APFT CARDS (DA705).
5. Biographical Sketch (Figure 9-3, NGR 600-200, Chapter 9).
6. Official photograph per AR 640-30.
7. Copy of permanent profiles (DA Form 3349) if applicable.
8. Updated copy of DA Form 2-1 with most current aptitude area scores completed.
9. Copy of most recent physical. (PULHES MUST BE NOTED)
10. NGB Form 23B (Retirement Points History Statement).

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.