



# MICHIGAN NATIONAL GUARD



Human Resource Office  
2500 S. Washington Ave.  
Lansing, MI 48913-5101  
[hroagr@mi-arng.ngb.army.mil](mailto:hroagr@mi-arng.ngb.army.mil)

## Army AGR Vacancy Announcement

<b>ANNOUNCEMENT NUMBER:</b> 05-002	<b>NUMBER OF POSITIONS:</b> One
<b>OPENING DATE:</b> 1 Oct 04	<b>CLOSING DATE:</b> 29 OCT 04
<b>POSITION TITLE:</b> Legal NCO MOS: 27D30	<b>UNIT LOCATION:</b> HHD Engr Bde, Flint, MI 48503
<b>POSITION GRADE/SALARY:</b>  <b>SSG/E-6</b>	
<b>AREA OF CONSIDERATION:</b> Open to current members of the Army National Guard and those eligible to join the Army National Guard.  ** 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.	
<ol style="list-style-type: none"><li>1. Serves as the central point of technical expertise within the headquarters concerning the administration of military justice under the provisions of state and federal codes/statutes. Provides authoritative advice and counsel to the Personnel Officer. Monitors unit compliance with attendance enforcement policies and recommends corrective actions when necessary.</li><li>2. Prepares charge sheets for Article 15 and courts martial procedures and provides technical assistance to Unit Administrative NCO's involved in these tasks. Drafts changes and specifications for court martial and Article 15 proceedings. Prepares convening authority's actions, arrests warrants, confinement orders, subpoenas, witness requests, etc. Coordinates the availability of accused and/or witnesses for interview action. Assists investigating officers in preparing reports. Prepares reports of results of proceedings and trials.</li><li>3. Monitors administrative elimination requests for appropriateness and accuracy.</li></ol>	

Receives requests for board actions. Arranges boards and summarizes proceedings.

4. Maintains publications necessary to support the legal functions of the headquarters. Performs basic legal and administrative research.

5. Provides clerical support to other functions within the headquarters as specified by the supervisor.

**ALL APPLICANTS MUST MEET THE FOLLOWING CRITERIA:**

1. Must be in the grade of E5 to E6 to apply.
2. Maximum grade of SSG/E-6.
3. Have been awarded the duty MOS, or be eligible for award IAW DA PAM 611-21.
4. Meet minimum score of 110 in aptitude area CL. If ASVAB was taken after 2 January 2002 then 107 is required in aptitude area CL
5. Be able to type 30 words per minute (WPM)..
6. Have passed the Army physical Fitness Test (APFT) within the last year.
7. Meet the weight standards of AR 600-9.
8. 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 with PULHES of 222121. MUST NOT HAVE A PHYSICAL PROFILE RESTRICTION.
9. Must be have or be able to receive a SECRET security clearance.
10. Submit to a current Drug and Alcohol Test (DAT).
11. Have Negative HIV test results obtained within 6 months of beginning AGR tour.
12. Become qualified in the duty MOS within 1 year of assignment.

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). A subsequent tour is dependent on the needs of the AGR Program, meeting the qualifications for a subsequent tour outline in AR 135-18, and subject to the approval of the Adjutant General based on the recommendation of a Tour Continuation Board.

MUST be able to complete a 3 year initial tour prior to completing 18 years of Active Federal Service.

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## **APPLICATION INSTRUCTIONS AND GENERAL INFORMATION**

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- **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](mailto: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.**

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**HOW TO APPLY: (if not currently AGR title 32)**

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

**NO BINDERS OR PRESENTATION ITEMS PLEASE**

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1. \*NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) dated OCT 02. **Previous editions WILL NOT be accepted.** <http://www.ngbpdc.ngb.army.mil/pubfiles/ngbforms/adobe/Ngb34-1.pdf>
  2. Full Length Photograph in class A uniform (snapshots/Polaroid's are acceptable)
  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. (Soldiers not requiring an NCOER must submit a letter of recommendation of written performance evaluation from their commander or military supervisor)
  6. Copies of all previously issued DD Form 214s (must show RE code, reason for discharge, and type of discharge)
  7. Copy of current 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. Statement from commander/authorized representative indicating applicant is not under current suspension of favorable actions.
  10. NGB Form 23B (Retirement Points History Statement). OR DA 1506 Statement of Service

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**HOW TO APPLY: (Current AGR title 32 Soldiers only)**

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Interested AGR soldiers should notify the AGR Office by memorandum no later than the closing date. A resume may also be included, but is not required. The following information must be included in/provided with the memorandum:

1. Advertisement number (Include in memo)
2. SSN (include in memo)
3. Phone Number (include in memo)
4. Current Home Address (include in memo)

5. List of all MOS's obtained. (include in memo)
6. PROVIDE: Statement from commander/authorized rep indicating soldier is not under current suspension of favorable actions.
7. PROVIDE: Updated copy of DA Form 2-1 with most current aptitude area scores completed. (if not MOSQ)
8. PROVIDE: Copy of most recent physical. (if not MOSQ) (PULHES MUST BE NOTED)

Soldiers currently on the AGR Program ONLY may apply for this position, but must have an NGB waiver if they have less than 18 months AGR service in current position

**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.