AGR VACANCY ANNOUNCEMENT

AMENDED AS OF 6 MARCH 2004

Mail applications to: Army National Guard **NGB-MD (ATTN: Mr. Pennick)** **111 South George Mason Dr.** **Arlington, Virginia 22204**	**ANNOUNCEMENT NUMBER:** GMD AK 04-31	
	OPENING DATE: **14 February 2004**	**CLOSING DATE:** **05 April 2004**
POSITION DESCRIPTION: **COMSEC Custodian** **25D40**	**GRADE:** Minimum: E-6 Maximum: E-7	**OPEN FOR FILL:** ☐ **STATE** ☒ **NATIONWIDE**
UNIT OF ACTIVITY/DUTY LOCATION: **MISSILE DEFENSE SPACE BATTALION** **FT Greely, AK**		**CURRENT AK ARNG OPENINGS:** **INTERNET ADDRESS:** **https://55.1.6.189/hro/hro.htm** http://www.arng.army.mil/MissileDefense/MD_32.asp
MILITARY ASSIGNMENT: **MISSILE DEFENSE SPACE BATTALION** **FT Greely, AK**		**EVALUATION FACTORS USED**: Review of individual applications

WHO MAY APPLY:
Open Nation wide to current members of the Army National Guard and all other service component soldiers. Soldiers must meet initial eligibility requirements of Table 2-1 AR 135-18. Applicants must meet Chapter 3 physical standards IAW 40-501 and AR 40-501. Active Duty Army applicants applying for positions must work through their Reserve Component Career Counselors.

APPLICATION PROCEDURES:
Qualified applicants must submit applications as described below to the address located in the upper left corner of this announcement. Applications must be received no later than 1600 on the closing date. US government postage paid envelopes or government facsimile machines (FAX) may not be used in submitting applications. ***An Incomplete application package received will not be considered and will be returned.***

Submit NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position with **original signature**. **(NO BINDERS)**

a. All applicants must submit a photocopy of most recent AR 40-501 Chapter 2 or Chapter 3 physical examination (SF 88 and 93) or (DD Form 2808 and DD Form 2708-1) taken within the last 24 months. To include if applicable:
   1. Copy of DA 7349R if physical is more than 6 months old.
   2. HIV within the last six months of application.
   3. DA Form 5500-R / 5501-R: Body Fat Content Worksheet, if required.
   4. Females must have a pregnancy test less than 30 days old.

c. **Official Military Photograph** in Class A military uniform (dress greens), three-quarter or full length, taken within the last 12 months. Include Name, SSN, Rank, Branch, and date of photo on rear of photograph (unless listed on menu board on official military photo).

d. Photocopy of current DA Form 2-1 (Must be **certified** by unit member responsible for maintaining soldier records). Active duty Army and USAR soldiers must submit a certified copy of ERB / ORB in lieu of DA 2-1.

e. Copy of Current ASVAB Test Scores (Enlisted Only).

f. Personnel Qualification Record (PQR).

g. Copy of DA Form 705, APFT Scorecard, reflecting the latest APFT completed within the last 12 months (Prior to being assessed into the AGR system, another APFT may be required of prospective employees, regardless of the date of the last test given).

h. NGB 23, NGB 23b (RPAS statement) or DD Form 1506 (Statement of Service).

i. Copy of all DD Form 214's/NGB 22's or current AGR tour orders.

j. Security Clearance verification memorandum from your State (ARNG) or Command (other military service) Personnel Security Manager.

k. Copy of current civilian driver's license.

l. DD 368 (request for conditional release) required if applicant does not belong to the Army National Guard.

m. Letter from unit commander stating soldier is in good standing and of good moral character and is not currently under any type of punitive action to include ongoing investigations. Letters of recommendation from other creditable sources are suggested but not required.

n. Certified photocopies of last five NCO/Officer Evaluation Reports (NCOER certified by unit, OER certified by DA).

o. Biographical Summary, (see remarks below) and letter of Intent from soldier stating why they want the position applied for.

p. Officers are required [others are encouraged] to submit a copy of their college transcripts.

q. Pre-Interviewing Checklist (Attached at bottom of this Announcement).

r. Copies of all Correspondence Course Completion Certificates w/ list of Credit hours.

s. Soldier's Flagged for any reason will be **non-considered** for position.

QUESTIONS? Call Mr. Nicholas, Mr. O'Brien or Mr. Pennick

National Guard Bureau Missile Defense Cell
1.877.463.1010
THE ARMY NATIONAL GUARD IS
AN EQUAL OPPORTUNITY EMPLOYER

Duties: Develops and enforces policy and procedures for facility management. Develops, directs, and supervises training and security programs to ensure soldier proficiency and career development. Organizes work schedules and ensures compliance with directives and policies on operations security (OPSEC), signal security (SIGSEC), communications security (COMSEC), and physical security. Writes unit or facility standing operating procedures (SOP). Arranges higher level or contractor support maintenance for assigned equipment. Performs the duties of COMSEC material custodian in accordance with appropriate regulations and orders. Supervises the operation of the ISSO. Recommends policies, procedures, standards, and conventions.

Minimum Eligibility Criteria:

Must be a member or be eligible to become a member of the Army National Guard. Must be able to serve at least 5 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must meet medical standards prescribed by AR 40-501 chapter 3. Applicants must meet MOS qualification requirements for the MOS to which they are applying, IAW DA PAM 611-21. E-6s and above must be MOS qualified, or submit a memo stating willingness to accept a voluntary grade reduction to E-5. E-5s and below who are not MOS Qualified must become MOS Qualified within 12 months. Duty position may require a Secret/Top Secret and/or Single Scope Background Investigation (SSBI) clearance. Must not be a candidate for an elective office, hold a civil office, or be engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver. Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.

Check list for applicants to double check documentation prior to applying

**SINGLE SIDED COPIES OF DOCUMENTS ONLY

1. **NGB 34-1** must be complete with original signature
2. Photocopy of **AR 40-501 Chapter 2 OR Chapter 3 Physical** less than 2 years old
   - Must have HIV less than 6 months old at time of application
   - Must have Drug test results completed with physical
   - Must have a **DD 5500-R/5501-R** attached if applicable
   - Pregnancy test must be less than 30 days old
3. **DA 7349-R** must accompany the physical if physical is more than 6 months old
4. **DA photograph** in Class A uniform (less than one year old)
5. Certified true copy of **DA 2-1** (certified by Record Custodian)
6. Copy of Current ASVAB Test Scores (Enlisted Only).
7. Active Duty and USAR soldiers must send a certified copy of ERB or ORB in lieu of DA 2-1
8. Personnel Qualification Record **(PQR/2a, SIDPERS generated report)**, ARNG Soldiers only
9. Copy of latest **AFPT for Record Scorecard, DA 705** (must be less than 12 months old)
10. **NGB 23, NGB 23b** (RPAS Statement - National Guard only), **DA 1506** (Statement of Service - Active Army and Army Reserves) or official document specifying time in service
11. Copy of **all DD214's / NGB 22's** showing all prior service in chronological order
12. **Current** Security Clearance verification memorandum from the State Personnel Security Manager verifying all information on DA Form 873 (Certificate of Clearance and/or Security Determination)

Secret Clearance	Top Secret Clearance
Not more than 10 years old	Not more than 5 years old

13. Legible copy of current civilian driver's license
14. Completed **DD 368 (Request for Conditional Release)** for all Army, Air Force, Navy and Marine Corps Reserve and Active Duty applications
15. Letter from commander stating soldier is in 'good standing', 'of good moral character', and 'is not currently under any type of any punitive actions' to include on going investigations or adverse dispositions (this letter must quote the 3 categories as stated)
16. Single sided photocopy of last **5 NCOER's / OER's** , not applicable for 01/2LT (provide a letter of explanation if report(s) not available)
17. Biographical Summary completed **IAW templates** provided by NGB-MD, contact representatives at 1-877-463-1010 Eastern Standard Time
18. Copies of College Transcript (Requirement for Officers)
19. Strongly suggest the following documentation be provided in application packet:
    - Copies of any DA 1059's showing completed military training
    - Copies of Awards and Decorations
    - Letters of recommendation from immediate supervisor and/or Commander
    - Letters of recommendation from creditable sources or civilian employees

ACTIVE GUARD/RESERVE INITIAL ELIGIBILITY CHECKLIST

Job Announcement: #_____ Job Title: _____

L Name:_____ F Name: _____ MI:_____ Rank: _____

PRE-INTERVIEW SCREENING: Yes or No answers do not denote a disqualification in some areas. This checklist assists and expedites your packet during the screening process. Please circle the appropriate Yes or No answer.

Please include this checklist along with your application.

1. Are you MOS Qualified for this duty position? Yes No
2. Are you a federally recognized member of the Army National Guard? Yes No
3. Are you a candidate for elective office of holding a position in civil office (Full or Part Time) or engaged in partisan political activities? Yes No
4. Are you under suspension of favorable actions (DA Form 268), for APFT/Weight Control)? Yes No
5. Have you voluntarily resigned from the AGR Program in lieu of adverse actions? Yes No
6. Have you been separated from military service for cause, unsuitability, or unfitness? Yes No
7. Have you been non-selected for continuation in AGR Program or involuntarily removed from troop command program as a result of maximum years of service, qualitative retention, cause, or selective retention? Yes No
8. Have you been involuntarily removed from AGR Program for any reason? Yes No
9. Are you able to serve 5 years prior to completion of 18 years of active federal service or mandatory removal date? Yes No
10. Has voluntarily resigned from AGR Program within the last 12 months? Yes No
11. Are you entitled to federal military retired pay or federal civil service annuity? Yes No
12. Will you attain 18 years active federal service during first three years of service? Yes No
13. Have you received a "**Derogatory"** NCOER within the past 12 months? Yes No
14. Do you have at least 3 years remaining on your current Enlistment/Extension? Yes No

ADDITIONAL CRITERIA FOR OFFICERS/WARRANT OFFICERS

1. Do you possess any specialty compatible with the position? Yes No If Yes, Explain: _____
2. Have you received a referred OER during the last 12 months? Yes No
3. Do you possess a grade equal to or lower than that authorized for this position? Equal Lower
4. Have you been non-selected for promotion as not fully qualified? Yes No

Signature of Applicant: _____