OHIO ARMY NATIONAL GUARD

**** ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT ****

Application Opening Date:	Application Closing Date:	Position Number:
21 NOVEMEBER 2013	**20 DECEMBER 2013**	**AGR 13-509-A**
Duty Position:	Authorized Grade / Rank:	Duty MOS / Branch:
INFORMATION SYSTEM SPECIALIST	**SFC/E7**	**25B4O**

Duty Location: **REC & RET COMMAND THROUGHOUT OHIO**

Selecting Official: **LTC Leonard Bornino**
Title: **Commander**
Unit: **Recruiting & Retention Command**
Location: **2825 West Dublin Granville Rd., Columbus, OH 43235**

Who May Apply: OPEN TO FEMALES. OPEN TO CURRENT ENLISTED MEMBERS OF THE OHIO ARMY NATIONAL GUARD IN THE RANKS OF SSG/E6-MSG/E8. E8's MUST SUBMIT A LETTER OF VOLUNTARY REDUCTION WITH THEIR APPLICATION. APPLICANTS MUST BECOME 25B QUALIFIED WITHIN THE FIRST 12 MONTHS. APPLICANTS MUST HAVE A CURRENT SECRET SECURITY CLEARANCE.

SUPPLEMENTAL PREREQUISITES:

1. Must meet height and weight standards of AR 600-9.
2. Must be able to pass the Army Physical Fitness Test (APFT).
3. Must not be under current suspension of favorable personnel actions.
4. Must be medically qualified under the provisions of Chapter 3 of AR 40-501 Retention Standards.
5. Applicants who have voluntarily resigned from the AGR program are NOT eligible to reenter for one (1) year from date of separation. Soldiers who have voluntarily resigned from the AGR program in lieu of adverse personnel actions or have been involuntarily separated from the AGR program are not eligible to reenter the program.
6. If any PULHES serial is a permanent 3 or 4 then a profile code of S, T, W or Y must be validated and documented on a current DA Form 3349 before AGR start date is determined.
7. Must meet the criteria of applicable regulations to obtain MOS/AOC.
8. Initial Entry Qualifications: Must meet entry requirements of AR 135-18, NGR 600-5, and AR 40-501 Chapter 3.
9. On-Board AGR Qualifications**:** Must continue to meet requirements of AR 135-18 and NGR 600-5.
10. Must have a Secret Security Clearance.
11. Must have or be able to obtain a favorable National Agency Check with local agency and credit checks (NACLC) and an Ohio National Guard Computer Network User Account.

FAILURE TO MEET SUPPLEMENTAL PREREQUISITES WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

******* REQUIRED DOCUMENTS ON PAGE 2. ********

AGR 13-509-A **INFORMATION SYSTEM SPECIALIST**

REQUIRED DOCUMENTS:

1. **NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.**
***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM 34-1:**
http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
*****ALL applicants must complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9, 10, and 17) require a separate sheet fully explaining the "YES" response. FAILURE to provide this documentation will result in the application being returned without action.
2. Copy of Record Brief digitally or manually signed by Soldier **AND** digitally or manually signed by unit.
3a. **Applicant must submit all NCOER/OERs chronologically covering the past five years.** Submit a memorandum explaining why any of these NCOER/OERs are missing from your record.
3b. Applicant must submit a minimum of five documents. Submit Letters of Recommendation or Performance Evaluations (such as DA Form 1059, Technician Appraisal etc.) to cover periods not eligible for evaluation by NCOER/OERs to fulfill the five document requirement *(examples include - if you submit 3 NCOER/OERs you will need 2 Letters of Recommendation or Performance Evaluations to complete the five document requirement and a memorandum explaining why any NCOER/OERs are missing; if you have never received a NCOER/OER you would submit five Letters of Recommendation or Performance Evaluations and a memorandum explaining why you have not received any NCOER/OERs).* **Letters of Recommendation must be hand signed or have a verifiable digital signature (CAC certificate stamp).**
4. NGB Form 23b (RPAM) **–OR–** DD Form 214.
5. Resume
6. **Current** certified copy of DA Form 705 (APFT) with HT/WT verification. APFT must be within 6 months for onboard AGR Soldiers or within 12 months for M-DAY Soldier. DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) must accompany DA Form 705 if screening table weight is not met. Submit current PERMANANT PROFILE if an alternate event is performed.
7. **Current** signed memorandum from the Commander stating the applicant is not currently under suspension of favorable personnel actions. Memorandums from the Commander cannot be in conjunction with a letter of recommendation. Memorandum must be dated within 90 days of closing date.
8. Security Verification Statement Memorandum annotating Soldier's **current** security clearance status (Available from MSC Security Manager). Memorandum must be dated within 30 days of closing date.
9. Letter of Voluntary Reduction (if applicable).

FAILURE TO SUBMIT REQUIRED DOCUMENTS IN THE JOB PACKET WILL RESULT IN APPLICATION BEING RETURNED WITHOUT ACTION. EXCESS DOCUMENTS WILL BE REMOVED.

Forward application and attachments to:
The Adjutant General's Department
ATTN: AGOH-HRO-AGR/Staffing
2825 West Dublin Granville Road
Columbus, OH 43235-2789

Applications may be emailed to: NG.OH.OHARNG.MBX.J1-HRO-APPS@MAIL.MIL

Inquiries Call: (614) 336-4229

Applications received after
16:30 of close date are returned without action.

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms (.XFDL).
Equal Opportunity:
- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection criteria is based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.

- Eligibility of Guard women will be consistent with applicable assignment policies of NGR 600-100 for Officers, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.