

# AGR

ACTIVE GUARD/RESERVE

## Tennessee Army National Guard ACTIVE GUARD/RESERVE (AGR) VACANCY Announcement M13-041



Office of the Adjutant General of Tennessee  
AGR Office – Staffing  
Houston Barracks, 3041 Sidco Drive  
Nashville, TN 37204-1502

OPENING DATE: 12 Feb 13

CLOSING DATE: 12 Mar 13

LOCATION	CITY	STATE
1175 <sup>th</sup> TRANS CO (-) (HET)	BROWNSVILLE	TN
POSITION TITLE	MUST POSSESS OR ACQUIRE MOS WITHIN 12 MONTHS	GRADE
ADMIN / SUPPLY NCO	88M20	E5

### AREAS OF CONSIDERATION

- FIRST:** On-Board Army AGR
- SECOND:** All Other Tennessee Army National Guard Members
- THIRD:** All others eligible for membership in the Tennessee Army National Guard

**\*THIS IS A CAREER AGR APPOINTMENT. TITLE 32 TECHNICIANS WHO ACCEPT THIS POSITION WILL BE PLACED IN A SEPARATE-US STATUS UPON APPOINTMENT.**

### DESCRIPTION OF DUTIES / RESPONSIBILITIES

Reviews and provides recommendations for the assignment and utilization of military personnel IAW MTOE, UMR and other authorized manning documents. Accomplishes, reviews a variety of military personnel transactions including enlistments, separations, promotions, duty assignments, transfers, security clearances, awards, retirements, extensions and conditional releases. Reviews, provides assistance to assigned soldiers w/ the completion of enlisted promotion packets and quality retention packets. Maintain a working knowledge of the automated systems to include RCAS, MILPO, IPERMS and UPS. Knowledgeable in pay regulations and procedures in order to submit pay documents, research pay discrepancies and process travel claims. Perform duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment. Conducts supply inventories and maintains equipment on appropriate hand receipt documents. Review daily and monthly records of issues of petroleum products and operating supplies. Maintain the physical security program for the unit. Assist the supply sergeant as directed. Perform other duties as assigned.

### MINIMUM QUALIFICATION REQUIREMENTS

ELIGIBILITY: Anyone may apply for this position. If not currently in an AGR status, to qualify for appointment individuals MUST MEET ALL initial eligibility requirements of AR 135-18 and NGR 600-5:

- a. Must be or become a member of the TENNESSEE Army National Guard prior to entering the AGR program
- b. Must be able to serve a minimum of three (3) years in an active duty status prior to completing 18 years of Active Federal Service (AFS) or reach Mandatory Removal Date (MRD) whichever is earlier.
- c. Must meet medical standards prescribed in Chapter 3 of AR 40-501.
- d. Must meet physical standards prescribed in AR 600-9.
- e. Must have sufficient time remaining on current enlistment to complete an initial (3) year tour.
- f. Must Not be entitled to Military Retired Pay. (Waived by The Secretary of the Army)
- g. Must Not be a candidate for or holding an elected Civil office or engaged in partisan political activities.
- h. Must Not be under a current Suspension of Favorable Personnel Actions (flag).
- i. Must Not have resigned from the AGR program or other military service in lieu of adverse action.
- j. Must Not have been separated from the AGR program or other military service for cause, unsuitability or unfitness.
- k. Individuals not selected for continuation in the AGR program are ineligible for selection.
- l. Must supply certificate in proof of an awarded MOS if the MOS is not listed on DA Form 2-1/ ERB / ORB.

CERTIFICATION REQUIREMENTS	PULHES REQUIREMENT	PHYSICAL DEMAND
Formal training is mandatory	222222	Very Heavy

## REQUIRED SPECIALIZED EXPERIENCE

Must possess a valid U.S. government motor vehicle operator's Permit. Must possess state motor vehicle operator's permit  
Color discrimination of red / green

## APTITUDE REQUIREMENT

OF 90

## PREFERRED EXPERIENCE

## ADDITIONAL REQUIREMENT

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## AUTHORITY

Individual(s) selected will be ordered to Full-Time Duty (State) status under the authority of Title 32 USC, Section 502 (f).

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## HOW TO APPLY

SUBMIT THE FOLLOWING AS A MINIMUM:

- a. Signed NGB Form 34-1; Application for Active Guard Reserve Position (Feb 10 / Nov 10) VERSION)
  - b. ERB or ORB (\*ASVAB scores must be included in order to be considered for enlisted positions only\*)
  - c. DD Form 2807-1 and DD Form 2808 (w/in five years) or MEDPROS, Individual Medical Record (IMR) or annual Physical Health Assessment (PHA).
  - d. Photograph in Class A Uniform, ACU or ASU's
  - e. Last 5 NCOERs or OERs (whichever is applicable)
  - f. DA Form 705 (latest APFT Card)
  - g. DD Form(s) 214 and NGB Form(s) 23 (all periods of active duty)
  - h. Announcement Number at the top of page on NGB Form 34-1
  - i. TN Form 0345 (current weight cert) AND if applicable, DA Form 5500 / 5501 (Body Fat Content Worksheet)
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## MAIL TO:

The Adjutant General, ATTN: JFHQ-HR-AGR  
P.O. Box 41502  
3041 Sidco Drive  
Nashville, TN 37204-1502

## EMAIL TO:

[ng.tn.tnarng.mbx.mua-hro-ngtn@mail.mil](mailto:ng.tn.tnarng.mbx.mua-hro-ngtn@mail.mil)

## CONTACT INFO:

MSG Rosie M. Biggs  
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(Email) [rosie.mai.biggs@us.army.mil](mailto:rosie.mai.biggs@us.army.mil)

1. Applications can be emailed to [ng.tn.tnarng.mbx.mua-hro-ngtn@mail.mil](mailto:ng.tn.tnarng.mbx.mua-hro-ngtn@mail.mil)
2. Applications must be mailed at applicants own expense.
3. Applications will not be returned.
4. Applicants are encouraged to call prior to closing date to ensure application was received.
5. FAXED APPLICATIONS WILL NOT BE ACCEPTED.

## EQUAL OPPORTUNITY STATEMENT

The Tennessee 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.

