



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
FLORIDA NATIONAL GUARD**

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008



STATEWIDE

ACTIVE GUARD RESERVE (AGR) - VACANCY ANNOUNCEMENT # 023-13A AMENDMENT

OPEN TO: CURRENT FLORIDA ARMY NATIONAL GUARD MEMBERS ONLY!

POSITION: PERS INFO MGT SPEC

UNIT: JFHQ-EDUCATION BRANCH

OPEN DATE: 10 FEBRUARY 2013

LOCATION: ST AUGUSTINE

CLOSE DATE: 5 MARCH 2013

MOS: 42A - HR SPECIALIST

EARLIEST FILL DATE: TBD

MIN-MAX RANK/GRADE: SPC-SGT/E4-E5

MEMBERSHIP RESTRICTED TO: NA

PULHES: 323222

ARMY AGR POC: Tiffini L. Savage (904) 823-0660 or Tiffini.l.savage.mil@mail.mil

MINIMUM ENLISTED QUALIFICATION REQUIREMENTS

- 1. Work experience preferred in the following programs: Selective Reserve Incentive Program, Student Loan Repayment Program, Kicker, Montgomery GI Bill and GoArmyEd. FTS training at NGPEC is required to be completed for this position within the first year of employment. See ASVAB requirements on page three.*
2. If selectee is not an onboard AGR Soldier and not duty qualified in the advertised position, they will be reduced to E5 upon entry into the AGR program. On board selectees who do not possess the appropriate MOS must become MOS qualified within 12 months of assignment. Failure to become MOS qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Applicants must meet the physical demands rating and qualifications for award of the MOS in accordance with AR 611-21 and NGR 600-100.
3. Must meet medical standards IAW chapter 3 and 4, AR 40-501 as appropriate. Must meet Army Physical Fitness standards IAW FNG PAM 350-41-9 and height and weight standards as prescribed by AR 600-9.
4. Be able to serve at least 3 years in an AGR status prior to completing 18 years of Active Federal service (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal.
5. Must have sufficient time remaining (ETS) to permit completion of tour of duty.
6. Individuals must be able to attain an Interim Secret Clearance prior to starting AGR tour for this full-time position. Selectees who require a National Agency Check (DIS Form 1 (9-72) or MEPCOM Form) will have an investigation initiated immediately upon entry into the program. If the results of the investigations are unfavorable or appropriate clearance is not granted, individual's AGR tour will be immediately terminated.
7. Must not be under a current suspension of favorable personnel action (flagged), to include Bar to Re-Enlistment.
8. The Florida National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.
9. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application, with attachments as developed by this office. Applications are now being accepted for the Title 32, USC 502(f) AGR Tour. Length of Tour: 3 years in duration, contingent upon satisfactory performance.
10. Incumbent must be assigned to the military position by para/line as specified by the AGR Staffing Guides.
11. Soldiers must have completed initial entry training before submitting applications for AGR vacancies.
12. AGR Soldiers will not be reassigned during the first 18 months of their **INITIAL** tour.
13. Must be 18 years of age and not have reached 55th birthday by closing date of announcement.

SEE REVERSE FOR APPLICATION INSTRUCTIONS

!!! IMPORTANT NOTICE !!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after the COB on the closing date.

Due to the increased volume of AGR applications, incomplete packets will not be considered for AGR selection.

It is extremely important to following the application instructions contained in the job announcement.

Systemic errors and trends are as follows:

Both copies of NGB 34-1 not provided or incomplete (*missing signatures*). Questions unanswered or form not signed. Incorrect version used, required version is dated 05 November 2010.

DD 214 / DD 215 are not included in the application. The DD 214 form does not include the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code. (*Application must include "ALL COPIES" received since joining the military*)

DD 220 (received for Split Training Program & Alternate Training Program- less than 90 days) is not included in the application. (CHECK IPERMS FOR THESE DOCUMENTS)

DA 2-1 is not signed by applicant (page 3) & certification missing from unit clerk. ASVAB scores & date tested are missing (*NA for Officers*).

ERB/ORB – is not certified by the unit. ASVAB scores and date tested are missing (*NA for Officers*).

Last 5 years of OERs / NCOERs (*to include current*) are not included in the application or their absence/overlap explained in a memo to the board president from the Soldier. All gaps / overlaps must be explained in the memo (*mandatory*).

Individual Medical Readiness (IMR), missing or out of date. PHA is not within 15 months of announcement closing date, HIV is not within 5 years of closing date. PHA and HIV are not justified with a memo from the unit Commander (*mandatory*). Any PULHES with a 3 or 4 is not supported with medical fit for duty waiver.

DA Form 705 does not include all APFT's taken in the last 3 years (AGR's 2 record test a year & Traditional Soldier 1 record test a year). Missing APFT's are not explained in a memo from the Soldier to the board president. The profiled event(s) is not supported with permanent profile, if applicable.

DA Photos (if required) are out of date. Photo is not within 2 years of announcement closing date.

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APPLICATION INSTRUCTIONS

Submit applications to: Florida Army National Guard, Attn: HRO-AGR, P. O Box 1008, St. Augustine, FL 32085

Submit overnight applications to: Florida Army National Guard, Attn: HRO-AGR (ARMY), 82 Marine Street, St. Augustine, FL 32084. Do **NOT** send applications through the inter-office mail.

Applications received after the Close of Business (COB) on the closing date indicated will **NOT** be considered. Failure to submit the minimum documentation will cause your application to be disqualified without consideration for the position. Submit the application in the order listed below.

APPLICATIONS WILL NOT BE RETURNED!

1. **NGB FM 34-1, (version 20101105) - (2 total copies) digitally signed or hand written signature** (Application for Active Guard Reserve (AGR) Position). Section IV #17 only applies to Air National Guard-if Army leave blank. Ensure an explanation is attached for required answers given in Section IV. If yes for #3 or #4, provide a copy of police report in application.

2. Include only your **AKO email address** (*non AKO email accounts will NOT be responded to*) on the NGB Form 34-1 (*handwrite on top of form*) and on the resume. You will be notified of the board results by email.

3. **DA 2-1** - Updated copy that has been signed by the Soldier and certified by the unit administrator OR **ERB/ORB** - must be “certified” by the unit.

4. **NGB Fm 23B** - Retirement Points Statement (RPAM) - all Army National Guard Soldiers will submit a current copy. (*See your unit for this document.*)

5. **DD Fm 214 / DD Fm 215 / DD Fm 220** - **ALL** copies ever received and any other official documentation to verify active service. The DD 214/DD 215 form must be copy #2, #4, #7 or #8, which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code.

6. **DA Photograph** - all FLARNG applicants must ensure a recent (*within 24 months of job closing date*) Official DA Photograph is uploaded into your iPERMs account. All Photographs must be in IAW AR 640-30. Unless an exception is given **before** the application closing date, packets or iPERM accounts without a DA Photograph will not be considered. DA Photograph is **not** required for positions advertised as SSG or below.

7. **Resume** (not mandatory, but it is encouraged) and/or statement of civilian/military experience and education may be submitted with your packet. Your packet **will not** be returned if you choose not to include a resume, however including one is highly recommended and will be to your benefit. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.

8. **OERS/NCOERS** - Copy of last five years (or all that you have received). Include a memo from the Soldier to board president explaining missing (*to include current evaluation*) or overlapping OER/NCOER (*mandatory*).

9. **Letters of Recommendation** - will “NO” longer be accepted in applications.

10. **IMR** (Individual Medical Readiness) Record – go to <https://apps.mods.army.mil/medpros/mymedicalreadiness> click “**IMR Record**”, reflecting current favorable PHA in accordance with (IAW) AR 40-501, Chapter 3, conducted within 15 months prior to position close date and a documented HIV test with negative results at least 5 years prior to position close date. Commanders must submit requests for waiver verifying the unit’s inability to obtain a PHA within the prescribed timeline. If selected for an AGR hire, the PHA must be within 12 months of the AGR tour start date and HIV test with negative results must be within 24 months of AGR tour start date. Include a current copy of your DA Fm 3349 if on profile. Any PULHES with a 3 or 4 must be supported with medical fit for duty waiver.

11. **DA Fm 705** - PT scorecard including the last 3 calendar years of **all** record APFT’s. AGR’s are required to take 2 record tests a year and traditional Soldier is required to take 1 record test a year. Include a memo from the Soldier to board president explaining missing APFT’s. Include a current copy of your DA Fm 3349, if profiled for any event during your APFT.

12. **DO** assemble all documents in a single neat stack, with single sided white paper in the same order as stated in items #1 through #10 above and bind together with a binder clip.

13. **DO NOT** forward packets in any type of a document binder or folder. **DO NOT** use document protectors, staples or paper clips. **DO NOT** use tabs of any kind. **DO NOT** use colored paper to separate documents. **DO NOT** send double sided images.

14. Packets will **NOT** be accepted via email except for Soldiers deployed OCONUS. **OCONUS Soldiers submit your packet to: tiffini.l.savage.mil@mail.mil**.



ASVAB SCORE REQUIREMENTS:

MOS 42A - Human Resources Specialist (HR Sp), CMF 42

- (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
- (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.