

ARMY and/or AIR National Guard AGR VACANCY ANNOUNCEMENT

Office of The Adjutant General  
12953 Minuteman Drive  
Draper, Utah 84020-9286

ANNOUNCEMENT NUMBER: 25-004

OPEN DATE: 16 Oct 24

CLOSING DATE: 30 Oct 24  
TIME: 2359 ET

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Training NCO X2, PARA 202 LINE 02, E6, 35\*

APPOINTMENT FACTORS:                      OFFICER()                      WARRANT OFFICER()                      ENLISTED(X)

LOCATION OF POSITION:    HHD 141 MI BN, 951 SOUTH GENEVA ROAD OREM, UT

WHO MAY APPLY: Must be or be able to become a member of the National Guard within the grade(s) of E5 and E6.

**AREA OF CONSIDERATION:** This position is open to the grades of: E5 to E6. Individual selected will be ordered to active duty in an Active Guard/Reserve (AGR) status under the provisions of Section 502f Title 32 U.S. Code and will receive an initial 36 month probationary AGR Order. Retention as an AGR will be determined by duty performance and the needs of the Utah Army or Air National Guard. An over-grade applicant (Enlisted Only) must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Exceptions must be approved in writing by HRO-A and require a local lodging/residence plan. The basic job qualifications are listed on the attached Position Description; Must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance. **Officers:** Must possess AOC commensurate with AGR duty position. **Warrant Officers:** Must possess MOS commensurate with AGR duty position. **Enlisted:** Applicants will have 12 months to become MOS qualified.

**INSTRUCTIONS FOR APPLYING: IMPORTANT! PLEASE READ:** you, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications with missing documents, or those not meeting the minimum appointment requirements will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. The documents listed below are required to make a complete packet and **WILL** be submitted "AS A MINIMUM" to HRO. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation to certify the soldier as eligible. **Failure to do so WILL result in a finding of "Not Qualified" and will cause the applicant to lose consideration for this position. DO NOT INCLUDE LETTERS OF RECOMMENDATION, BINDERS or COVER LETTERS.**

1. Completed and Signed NGB form 34-1 (dated 20131111).
2. Current IMR (Individual Medical Readiness) from AKO or MEDPROS with a copy of any permanent profile, if applicable.
3. Copy of ASVAB scores if not MOSQ
4. Soldier Record Brief (SRB, aka: ERB/ORB)
5. Statement of all active service performed. DD Form 214 or DA Form 1506 or Current RPAS statement. If Active Duty, submit a memorandum explaining Active Federal Service time.
6. Passing ACFT 705 within six months of packet submission.
7. Height and Weight within 6 months of packet submission. (DTMS screenshot, annotated on 705, or 5500/5501)
8. Last three NCOER's or OER's. Applicants without an NCOER will submit a (UTNG 1145) performance evaluation from their supervisor.
9. If currently, or have ever been, AGR provide a copy of most recent orders
10. If previously involuntarily separated from the AGR program please provide a letter to the board explaining the circumstances or a approved waiver in accordance with AR 135-18
11. Letter to the board addressing any missing documentation (i.e., PHA is out of date)

APPLICATIONS ARE PREFERRED TO BE SUBMITTED THROUGH FTSMCS at <https://ftsmcs.ngb.army.mil/> but CAN ALSO BE SUBMITTED: *In person* to the HRO-A Office in Draper

or

*Email at:* [ng.ut.utarng.list.hro-agr-milpers@army.mil](mailto:ng.ut.utarng.list.hro-agr-milpers@army.mil) and cc [hannah.m.rogers17.mil@army.mil](mailto:hannah.m.rogers17.mil@army.mil)

or

*Via Mail to:* UTAH NATIONAL GUARD: ATTN: HRO-A, 12953 Minuteman Drive, DRAPER, UTAH 84020-1776

**\*\*APPLICATIONS SUBMITTED IN POSTAGE PAID FEDERAL ENVELOPES ARE IN VIOLATION OF 18 USC SECTION 1719 AND WILL NOT BE CONSIDERED.\*\***

HRO webpage: <https://gko.portal.ng.mil/states/UT/staff/HRO/Pages/default.aspx>

**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 35\***

**Sustainment:** For the purpose of sustainment requirements, Soldiers who are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 18 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Soldiers must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. Soldiers may be disqualified for any criteria as listed in Table 2-2 and 2-3
2. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
3. Must be a current member in good standing (no flagging actions) of a Utah Army National Guard unit
4. Physical Health Assessment (PHA) date must be within 15 months in MEDPROS prior to the closing date of this advertisement
5. Must be able to possess a SECRET clearance
6. Must have a passing ACFT within six months of packet submission date.
7. Must meet the Army body fat standards IAW AR 600-9.
8. Must possess state driver's license and be able to be qualified to operate military vehicles which are organic to the unit.
9. Cannot be within the initial AGR stabilization period

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**BRIEF JOB DESCRIPTION:**

\*\*\* This is an initial 36 month probationary Title 32 AGR Tour with the Utah Army or Air National Guard. After the 36-month tour, the individual selected will enter the AGR Program. Retention as an AGR will be determined by duty performance and the needs of the Utah Army or Air National Guard.\*\*\*

\*35 Series\*

Two open positions will be hired from this board (HHD 141st and B Co 141st, both located in Orem, UT)

**1. INTRODUCTION**

The Training NCO provides full-time support to develop, facilitate, and administer training and operations. The Training/Operations NCO is responsible for ensuring that all OCONUS/CONUS operations, training events, and schools are properly scheduled, planned, resourced, executed, and documented. This responsibility includes the management of the company's training resources.

**2. DUTIES AND RESPONSIBILITIES**

- A. Responsible for the training, operations, health, welfare, morale, and discipline of all assigned personnel.
- B. Maintains the company RFMSS account and is responsible for all coordination with range control.
- C. Maintains the company TAMIS account and forecasts, draws, and manages the company ammunition allocations.
- D. Acts as the primary Safety NCO. Prepares and submits risk assessments as needed.
- E. Responsible for the management of all company school slots, including AFAM inputs, ATRRS applications, order-of-merit list management and orders production.
- F. Submits request for orders and oversees all aspects of company orders production.
- G. Prepares reports, briefing materials, and correspondence related to training as required by the Battalion S3, the Commander, and higher headquarters.
- H. Attends schools and conference as required by the commander and subsequently trains unit personnel using the information and skills acquired.
- I. Reviews and critiques trainer preparation and rehearses training presentations as directed. Provides instruction to the unit in his/her area of expertise.
- J. Performs other duties as assigned.
- K. Initiates and prepares correspondence in response to requests for information, policy or guidance.
- L. Acts as the company Physical Security Manager.

**3. SUPERVISORY CONTROLS**

Works under the direct supervision of the Company Readiness NCO and the Brigade Administrative Officer. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based on accomplishment of established objectives.

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**SELECTING SUPERVISOR:** LTC Biesinger VICE SSG Rea and SSG Chang

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**CONTACT INFO:** SSG Hannah Rogers (Com) 801-432-4315 (Email) hannah.m.rogers17.mil@army.mil

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**EQUAL OPPORTUNITY:**

The Utah 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.