

ARMY and/or AIR National Guard AGR VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT NUMBER: 25-005

OPEN DATE: 16 Oct 24

CLOSING DATE: 31 Oct 24  
TIME: 2359 ET

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Supply NCO, PARA 102 LINE 03, E6, 92Y

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

LOCATION OF POSITION:    HHD GSB 19 SFG, 17800 SOUTH REDWOOD ROAD BLUFFDALE, 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. Current Selection Board Record Brief (SRB) Army.
5. Statement of all active service performed. DD Form 214 or DA Form 1506 or Current RPAS statement. If Active Duty, submit a memorandum documenting 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. Provide current DA 5500/5501 (if applicable)
9. Last three NCOER's or OER's. Applicants without an NCOER will submit a (UTNG 1145) performance evaluation from their supervisor.
10. If currently, or have ever been, AGR provide a copy of most recent orders
11. 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.
12. 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: 92Y**

**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 be a current member of the military in good standing (no flagging actions)
  3. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
  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 composition 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
  10. Applicant must be, or be willing and medically able to become Airborne qualified within 12 months of selection
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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 probationary 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.\*\*\*

**INTRODUCTION**

The incumbent provides assistance in the administration of the unit's Supply Management and Maintenance Management Program and to increase the operational readiness of unit organic weapons and equipment for mobilization.

**DUTIES AND RESPONSIBILITIES**

- A. Issues, receives, and stores weapons and ammunition in accordance with current physical security regulations. Ensures that required inventories of weapons and ammunition are conducted and a copy of the report is filed in physical security file.
- B. Manage signed and accurate Property Book and Installation Hand Receipts, sub-hand receipts, and component hand receipts within GCSS-Army.
- C. Serve as the Commanders Designated Representative; initiate and advise the Commander of relief of responsibility through Statement of Charges and FLIPL procedures. Ensure that critical assets are on hand or ordered for use by unit members as directed by the supervisor and the Commander. Practice supply economy; ensure that all needs of unit members are fulfilled, and that the Commanders intent is supported to the best of your ability.
- D. Conduct the day-to-day supply actions of the units. Manages Signature Cards/ 1687s. Issues clothing and OCIE to Soldiers. Collects OCIE from departing Soldiers.
- E. Assists in the inventory of hand receipts. Assists in the preparation of adjustment documents.
- F. Prepares and maintains supply inventory. Manages calibration items.
- G. Cross training: Incumbent will become familiar/ knowledgeable of all other assigned full-time support positions within the unit.
- H. Provide administrative and personnel support and assistance to Soldiers, to include pay, evaluations, awards, and records management.
- I. Prepares, submits Local Purchase and Contract request for the unit and conducts reconciliation of all purchase requests.
- J. Request, controls and issues food service support and meals utilizing AFMIS.
- K. Performs other duties as assigned.

**SUPERVISORY CONTROL**

Works under the direct supervision of the Company Readiness NCO and the BN Logistics 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 Jensen VICE SFC Edison

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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.