



**JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
P.O. Box 8111
Madison, WI 53708-8111**



ARMY NATIONAL GUARD AGR CAREER ENHANCEMENT PROGRAM (CEP)

Announcement # 16-113ARNG

FROM: WIJS-J1

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PLEASE MAKE WIDEST POSSIBLE DISTRIBUTION

**THIS ANNOUNCEMENT APPLIES TO CURRENTLY ASSIGNED WISCONSIN ARMY
NATIONAL GUARD AGR SOLDIERS ONLY.**

OPENING DATE: 15 July 2016

CLOSING DATE: 29 July 2016

Position: Assistant Operations NCO

MOS: 92A30 (Open to Male and Female Soldiers)

Duty Station: HHC 257th Brigade Support Battalion, Oak Creek, WI

Grade Authorized: SSG/E-6

Salary Range: Pay and allowance commensurate with military rank.

Area of Consideration: Open to WIARNG on board AGRs only.

Duties and Responsibilities: Assists the Senior Operations NCO. Position requires an in-depth knowledge of Unit Authorization Documents (MTOEs/TDAs) and the CUSR. Possesses ability to input, analyze, and extract CUSR readiness data. Analyzes readiness and mobilization reports, and coordinates with personnel, training, logistics, and other staff elements to identify readiness inhibitors and recommend enhancements to readiness posture. Reviews draft MTOEs/TDAs and recommends changes as necessary. Manage unit training ammunition by projecting, forecasting, requisitioning and completing required actions in the Total Ammunition Management Information System (TAMIS). Possesses knowledge of the purposes, methods, and techniques of program analysis, and the structure, functions, and missions of a plans, operations, and training section. Assists in the Brigade level formulation and assessment of yearly training plans, monthly training schedules, work schedules, and annual training plans in preparation for all IDT and Annual Training periods. Reviews, approves, processes and forwards all military school training requirements through ATRRS. Reviews, approves, processes and forwards all military training orders through AFCOS/DTS. Oversee and manage the budgeting process to include forecasting requirements, allocating Readiness Management Periods (RMP) and reviewing un-liquidated obligations. Become subject matter expert (SME) on management of training requirements through Digital Training Management System (DTMS). Reviews and approves subordinate unit DTMS inputs. Manage the Brigade Physical Security/Force Protection Program. Manages new equipment fielding and training. Manages Range Facility Management Support System (RFMSS).

IAW DCSPER/G1 Policy Memorandum 314 Soldiers must be qualified in the MOS and hold the same grade.

Additional Information:

1. All WIARNG AGR duty positions require a favorably adjudicated personnel security investigation (eligibility for Secret clearance). Some MOS/AOCs or Duty positions may require a Top Secret clearance.
2. Applicants must be able to obtain and/or maintain a favorable adjudicated personnel security investigation (eligibility for Secret clearance) that is required for the grade, MOS/AOC and AGR duty position. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position.

- Cover letter with Job Announcement Number and Position Title for which you are applying, along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- If you are unable to obtain or must substitute required documents, a brief detailed statement must be provided in the Application Cover letter to justify their absence. **Failure to include justification in cover letter will result in disqualification of Application.**
- NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 (**must be signed and dated**);
- DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.*
- Submit Copy of **last three** DA 2166-8 (NCOER's) for all E-5 and above, (**all pages, front and back**). *Can be obtained from your Readiness NCO, Battalion S1, or iPerms.*
- Submit Copy of current Enlisted Record Brief (ERB). *Can be obtained from your Readiness NCO or Battalion S1.*
- Submit a statement of **current** (within 6 months) height and weight (**Must be separate of DA 705**). If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be **signed by either a unit Readiness NCO, First Sergeant, or Commander.**
- A current (within 6 months) copy of DA Form 705 (Army Physical Fitness Test Scorecard) in accordance with AR 350-1 para 1-24.
- Submit a copy of your Individual Medical Readiness (**IMR**) Report from MEDPROS.
* It is important that you print the report, not the webpage screen that the IMR is found on.
***Log into AKO and click on Self Service, then click on My Medical, Then Click on the MEDPROS Icon on the right side of screen



This takes you to a Medical Readiness Profile (MEDPROS) Page. Lastly, click on IMR

1. E-mail **SCANNED** (preferred one scanned file; not individually scanned documents) application to ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil. An email will be sent to confirm receipt of application. Emails are not automatic.
2. J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the

application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

3. Interested soldiers must inform their chain of command. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil