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 # 16-128ARNG

FROM: WIJS-J1-MS-MD **EMAIL: ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil**

PLEASE MAKE WIDEST POSSIBLE DISTRIBUTION

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

OPENING DATE: 2 September 2016	**CLOSING DATE: 16 September 2016**

Position: Human Resources Sergeant (Brigade Level Staff)

MOS: 42A3O

Duty Station: HHC 157th Maneuver Enhancement Brigade, Milwaukee, WI

Grade Authorized: SSG/E-6

Duties and Responsibilities: Participates in development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Ensures records are accurately maintained and updated. Manages quality control for NCOERs in the Evaluation Entry System. Compiles reports and statistical information regarding various programs. Assists in the management of the Servicemen's Group Life Insurance (SGLI) program. Responsible for Publications, Awards, SRIP, Extensions, Health/Dental & Line of Duty record maintenance, Weight Control, Personnel Orders/Transfers, Security Clearances, Sponsorship, Personal Mobilization Packets, Survivor Benefit Plans, and personnel records for the battalion. Prepares and submits SIDPERS input data and higher HQs reports. Reads, interprets, and reconciles SIDPERS generated reports. Provides quality customer service and technical support. Responsible for reviewing and processing awards and decorations to include battalion service awards. Types correspondence, policy, and forms in draft and final copy. Monitors suspense actions consistently and assists in the enforcement of those suspenses. Performs additional duties as assigned. Works under the supervision of the Senior Personnel Service Sergeant. Duty will include DEERS SSM/VO responsibilities, working with all manners of Army and WIARNG HR systems, IDT section and platoon leadership responsibilities, supervision of full-time subordinate AGR/Tech, periodic processing of technician actions.

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** 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. Please ensure the packet is one file, not each document scanned in separately.

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 at:
ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil