South Carolina Army National Guard
Announcement for Active Guard Reserve (AGR) Position
AGR Vacancy Announcement

SECTION I: Administrative
(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

<table>
<thead>
<tr>
<th>Position Title: INFO SYS SPEC</th>
<th>Position Number: 16-003</th>
<th>Open Date: 11 December 2015</th>
<th>Close Date: 12 January 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOS/Branch Required: 25B</td>
<td>Position PULHES: 212221</td>
<td>Minimum Grade: SPC (E4)</td>
<td>Maximum Grade: SGT (E5)</td>
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</tbody>
</table>

HRO Point of Contact
SSG Rodney L. Baxley
Email: Rodney.l.baxley.mil@mail.mil
Telephone#: (803) 299-2993

Duty Location
Joint Force Headquarters(G-1)
1 National Guard Road
Columbia, SC 29201

SECTION II: Position Considerations

Current service members (Technician or M-Day) of the South Carolina Army National Guard in the ranks of SGT (E5). Must possess a 25B MOS.

SECTION III: Duties and Responsibilities of Position

Serve as an Information Systems Support NCO for the G-1. Responsible for managing requirements for user accounts and training. Maintain knowledge base for currently used technology within G-1. Coordinate the acquisition, service and property accountability of all IT equipment assigned to G-1. Responsible for keeping the G-1 trained on new software improvements, work flow changes and all software upgrades.

SECTION IV: Program Entry Qualifications.
For initial entry and subsequent assignment in the AGR Program, an applicant must meet and maintain the qualifications prescribed below, additionally meet standards prescribed IAW AR (NGR) 600-5, AR 135-18, AR 40-501, AR 600-9, and AR 600-10.

- Must be a member of the SCARNG.
- Enlisted applicants must possess an Army MOS and completed Initial Entry Training (IET).
- Must be 18 years of age, and less than 55 years of age for initial entry.
- Must have passed an Army Physical Fitness Test (APFT) within 12 months to date of hire or transfer.
- Must possess a valid security clearance or obtain a favorable National Agency Check (NAC) prior to AGR entry. All clearances must be commensurate for the grade, MOS/AOC and AGR position.
- Must be able to complete a 3-year initial tour of Full-time National Guard duty (FTNGD) prior to reaching 18 years AFS or the date of mandatory removal from an active status based on age, or service (without an extension).

SECTION V: Instructions for Applying.
This office will not accept applications mailed at government expense. Failure to submit all required documents as outlined below will result in your application not being considered for employment. A lack of required documentation requires the applicant to submit written justification explaining why.

Submit the following required documentation in the order listed below (please do not bind together documents).

- Completed NGB 34-1 (NOV 2013 edition). If not completed in its entirety, you will not be considered. Use the following link to obtain the correct version http://www.ngbpdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf
- Most recent MEDPROS Individual Medical Readiness (IMR) Record with PHA completion date, both within the last 12 months at the time of entry (accessible through Army Knowledge Online (AKO)).
- Last three NCOERs/Evaluation/Letter of recommendation as appropriate for grade of applicant. A letter of recommendation can be used if no NCOER are available based on rank. Justification from the applicant for missing documentation is required.
- Copy of Certified Enlisted Record Brief (ERB) as appropriate.
- Photograph in military uniform (ASU or ACU) taken within the last 24 months. (May be ¾ length clear digital (DA Photo required for E6 and above)
- Current RPAM Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement.
- All Certificate of Release or Discharge (DD Form 214, DD Form 220(s) and any accompanying DD Form 215(s)}
Continued…Submit the following required documentation in the order listed below (please do not bind together documents).

- Current copy of DA 705 (APFT)
- All current DA Form 5500-R or DA Form 5501-R if required by applicant for APFT, HT/WT performance.
- All current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
- Current SF 181 (Ethnicity and Race verification)

SECTION VI: Applicant must Certify That All Statements and Information Are True by Initialing on the Appropriate Line.

______: I have not been AWOL, had a court martial, or any article 15 in the last 3 years.

______: I have not been charged with any incidence of sexual assault/harassment and have also completed 3 Tier SHARP Training.

______: I possess a valid civilian driver’s license with no record of carless, reckless, or unsafe driving.

______: I have not had any alcohol related incidents within the last 5 years, such as DUI or drunk and disorderly conduct.

______: I have not been convicted nor am I currently charged with any criminal domestic violence, assault or battery against a family member, or been charged with sexual assault/harassment.

______: PER AR 135-18, selectees with incur an 18 month stabilization period upon initial selection to the AGR program, and will not be directed to transfer without prior approval of NGSC-HRM-AGR Office.

Equal Opportunity

In accordance with 29 CFR Part 1614, The South Carolina Army National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.