



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
FLORIDA NATIONAL GUARD

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008



STATEWIDE

ACTIVE GUARD RESERVE (AGR) - VACANCY ANNOUNCEMENT # 120 – 16A

OPEN TO: CURRENT ON BOARD (T32) AGR FLARNG MEMBERS

POSITION: QUALITY ASSURANCE OPERATIONS NCO	UNIT: 211 th Regiment (RTI)
OPEN DATE: 7 DECEMBER 2016	LOCATION: CBJTC, STARKE
CLOSE DATE: 28 DECEMBER 2016	MOS: 00F58* (Must hold MOS listed in #1 below)
EARLIEST FILL DATE: 26 JANUARY 2017	POSITION GRADE: E7/SFC – E8/MSG
MEMBERSHIP RESTRICTED TO: NA	PULHES: NA
POC: SFC Susan Bush (904) 823-0660 or susan.e.bush4.mil@mail.mil	

MINIMUM ENLISTED QUALIFICATION REQUIREMENTS

1. **Must hold one of the following: 11B, 14G, 14S, 68W, 91X, 91Z, 92W, 92Y. Instructor qualified required (SQI 8).** A written evaluation will be required in the interview process to ensure incumbent meets the oral, written, and verbal communication requirements of the position. Enclosure "Annex C" must be filled out and returned with the application, do not duplicate documents, just initial Annex C to show that document is included with application.
2. Must meet medical standards IAW AR 40-501, chapters 3 and 4 as appropriate. Must meet Army Physical Fitness standards IAW FLARNG TC 350-1 and height/weight standards as prescribed by AR 600-9.
3. Be able to serve at least 3 years in an AGR status prior to the date of mandatory removal. Must have sufficient time remaining (ETS) to permit completion of tour of duty.
4. **Promotable E7s and above are eligible to apply IAW FNG PAM 600-8-19.**
5. Must not be under a current suspension of favorable personnel action (flagged), to include Bar to Reenlistment.
6. The Florida National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.
7. Candidates will be evaluated on the basis of their education, experience, training and performance. Consideration will be based on available information contained in the individual's application, with attachments as defined by this office.
8. Incumbent must be assigned to the military position by para/line as specified by the AGR Staffing Guides.
9. Soldiers must have completed initial entry training before submitting applications for AGR vacancies.
10. AGR Soldiers will not be reassigned during the first 18 months of their **INITIAL** tour.
11. Must be 18 years of age and not have reached 55th birthday by closing date of announcement.

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APPLICATION INSTRUCTIONS AND CHECKLIST

Regular mail and Overnight mail: FLARNG, Attn: HRO-AGR (Army), Robert F. Ensslin Armory, 2305 SR 207, St. Augustine, FL 32086

Hand carry: Robert F. Ensslin Armory, 2305 SR 207, St. Augustine, FL 32086

DEPLOYED Soldiers can submit packet via email to: **susan.e.bush4.mil@mail.mil**

Applications received after Close of Business on the date of closing will **NOT** be considered. Multiple applications can be mailed together. Please do not send applications through inter-office mail. Failure to submit the minimum documentation will cause your application to be disqualified without consideration for the position. Applications will not be returned.

NAME/RANK: _____ **UNIT:** _____

MDAY / AGR (T32) / TECH / FTNGD / AGR (T10) /Active Component (all branches) (circle)

DO: assemble all documents with this checklist on top in a single neat stack, with single sided white paper in the same order as stated below and bind with a clip

DO NOT: forward packets in any type of a document binder or folder
use card stock, document protectors, staples, tabs or paper clips
use any type of colored paper to separate documents or send double sided images
include letters of recommendation or certificates of achievement



1. ___ **NGB Form 34-1 (version 20131111): 2 copies of this form - digital or hand written signature.** Pay attention to instructions in Section IV and V. If “YES” for #3 or #4, provide police report.
2. ___ Include a **valid email address** on both copies of NGB Form 34-1 (*handwritten or typed on top of form*). You will be notified of the board results by the email address provided.
3. ___ **Soldier Record Brief (ERB/ORB)** (certification not required): Updated copy within 180 days of job closing date. Enlisted only: ERB must include ASVAB scores with date of test.
4. ___ **NGB Form 23B Retirement Points Statement (RPAM):** All Army National Guard Soldiers will submit a current copy (dated within 180 days of job closing date). (*See your unit for this document*)
5. ___ **DD Forms 214 /215 / 220:** All ever received. The DD 214/DD 215 must be one of the following copies: #2, #4, #7 or #8 which includes all special additional information.
6. ___ **DA Photo:** All officer and E7 thru E9 advertised positions (E6 and below exempt); **exception to rule is RTI/RTSM advertised positions, all grades will provide photo.** DA Photo will be retrieved by this office from Soldiers iPERMs account, do not send hard copy. All Photo’s must be in IAW AR 640-30. An exception to policy can be granted by the hiring authority if Soldier has sufficient reason for no/expired photo; contact SFC Bush via email for request.
7. ___ **Resumé** (optional): Focus on official military training and civilian experience.
8. ___ **OER/NCOER:** All copies during the last 5 years to include current (*current is defined as “any evaluation with thru date within 90 days of close date of announcement*). If DOR to E5/O1 is less than 5 years, include all reports. Missing time between reports or missing rating periods, either in excess of 60 days, need to be explained in a memo. OER must be the Profiled OER; if missing Profiled OER must explain in memo.
9. ___ **IMR (Individual Medical Readiness):** Located in *AKO, Self Service, My Medical Readiness*. Must reflect current favorable PHA in accordance with (IAW) AR 40-501, Chapter 3, conducted within 15 months prior to the close date. Any PULHES with a P3 or P4 must be cleared by the Physical Evaluation Board (DA Fm 199).
10. ___ **DA Form 705:** Must include the last 3 calendar years of all record APFT’s. (AGR-6 tests/M-Day-3 tests). Include a memo to board president explaining each missing APFT. Include a current copy of your DA Fm 3349, if profiled for any event during your current APFT.
11. ___ **I have included a memorandum explaining any deficiencies in my packet (if applicable).**

NOTE: Initial items 1-11 indicating completion of requirement (please contact SFC Bush @ 904-823-0660 with any questions or concerns). If Soldier is hand carrying packet and expects to arrive after 1600 contact SFC Bush.

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**Phase I, Part I
Eligibility Requirements**

Instructions: The applicant must complete and sign Part I and forward it along with the documents listed in the Application Packet Checklist below. Incomplete packets will not be evaluated.

Applicant's Name _____

Address _____

Phone _____ E-Mail _____

Instructor Position Sought _____

Application Packet Checklist

ITEM	INITIALS
Resume (Include Military and Civilian Experience/Awards/Special Achievements)	
Letter of Intent, stating why you want to become an Instructor (Memorandum Format IAW AR 25-50)	
Enlisted Record Brief (ERB)	
Last three (5) years of Noncommissioned Officer Evaluation Records (NCOERs)	
Last three (3) years of APFT scores (DA Form 705)	
Physical Profile (DA Form 3349), if applicable	
Service School Academic Evaluation Report for all NCOES courses attended (DA Form 1059)	
Retirement Points Accounting Management (RPAM) NGB Form 23B	
Letter of Recommendation (from MSG/E8 and above or MAJ/O4 and above)	

I have read and meet the requirements for this position IAW AR 614-200, Ch 6.

Signature

Date