

(CORRECTED COPY)
DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

28 February 2014

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #14-016
TITLE 32 USC SEC 502 (f)**

POSITION: Asst S3/Training Officer

GRADE: CPT/O3 (Also see Area of Consideration)

LOCATION: HHC, 286th Sustainment Support Battalion, Bangor, Maine 04401

CLOSING DATE: 21 March 2014

AREA OF CONSIDERATION: Open to currently assigned Maine Army National Guard AGR Soldiers, Military Technicians, or Traditional (M-Day) Soldiers in the ranks of Second Lieutenant (O1) through Captain (O3) who have successfully completed the Officer Basic Course. (Also see Eligibility Requirement below).

MILITARY/FULL-TIME ASSIGNMENT: Selected applicant will be assigned militarily as an CPT/O3, 90A00, S-3 Training Officer, (UMR position 103/01) and full time as an CPT/O-3 S-3 Training Officer (FTMD position 2047/002L) with HHC, 286th Sustainment Support Battalion.

ELIGIBILITY REQUIREMENT: Selected officer must meet the following requirements:

NON-AGR APPLICANTS MUST:

- a. Be a member of the Maine Army National Guard.
- b. Have less than 15 years of Active Service (AS).
- c. Be able to meet the physical qualifications outlined in Chapter 3, Army Regulation 40-501. Applicant's Physical Health Assessment must be within 12 months of the date of entry on AGR status as well as meet other applicable medical criteria.
- d. Meet height, weight and Army National Guard Physical Fitness (APFT) requirements.
- e. Not be flagged for personnel actions.
- f. Also see Area of Consideration requirements above.

Current AGR Soldiers:

- a. must have the concurrence of their chain of command, and have served at least 18 months in their initial AGR tour assignment unless TAG has waived this requirement.
- b. Meet standards of AR 600-9 and Army National Guard Physical Fitness (APFT) AGR requirements.
- c. Not be flagged for personnel actions.
- d. Be able to meet the physical qualifications outlined in Chapter 3, Army Regulation 40-501. Applicant's Physical Health Assessment must be within 12 months of the job announcement closing date.
- f. Also see Area of Consideration requirements above.

POSITION DESCRIPTION

S-3 Training Officer:

I. INTRODUCTION

The purpose of this position is to develop training plans and procedures for the command and to provide staff planning and assistance to ensure that required training and readiness objectives are achieved at Battalion and subordinate Units.

II. DUTIES AND RESPONSIBILITIES

- a. Assist Commander to develop and action training plans and programs of the Battalion for the accomplishment of Maine Army National Guard Soldier Readiness and to meet the training objectives of higher commands.

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 14-016 dated
27 February 2014 (Cont'd)**

b. Assists in formulating, overseeing and evaluating the overall training programs of the commands. Assist in the development of yearly of training plans and issues implementing instruction to subordinate units. Issues to subordinate unit Commanders instructions as needed to conduct training activities to meet requirements of current regulations and directives.

c. Assists in establishing and conducting training evaluation programs for subordinate units. Reviews and evaluates training reports, to identify needed revisions and improvements to training activities.

d. Assists in the review of plans and schedules of subordinate units and recommends approval or revision as necessary. Provides guidance and assistance to subordinate units for scheduling and conducting training. Schedules and conducts special training courses as necessary. Provides information about availability of training courses and provides guidance on eligibility requirements.

e. Schedules and coordinates the use of training sites and facilities. Coordinates with other staff elements to issue all required equipment and supplies are available to support training.

g. Serves as the ammunition manager. Forecasts the procurement of ammunition, demolition, pyrotechnics required to support training.

h. Coordinates with external agencies such as Readiness Groups for conducting training evaluations as support.

i. Prepares plans and reports pertaining to readiness and mobilization. Coordinates as required with the mobilization station. Provides guidance and assistance to subordinate units in the preparation of readiness reports.

j. Supervises the commands COMSEC program. COMSEC Custodian of alternate.

m. Monitors the MOS qualification program of the command.

n. Monitors all applications for schools, distance learning (DL Courses) correspondence courses, and other training related activities for correctness and completeness.

o. Is Security manager for command.

p. Advises unit personnel in NCOES and Officer Professional training requirements.

q. Classified Documents Custodian.

r. Performs other duties as assigned.

III. SUPERVISORY CONTROLS

Works under administrative supervision of the Senior Full-Time Support person of the headquarters to which assigned. The incumbent is relied upon to plan, to organize the work, and to determine the work methods and techniques required to achieve the goals and meet the needs of the organization. Authority is delegated to the incumbent to independently carry out all assignments to include making necessary contracts and providing authoritative explanation of rules, regulations and procedures. Work is reviewed for compliance with instructions and policies, for adequacy and soundness of decisions, and for overall attainment of objectives.

SELECTED RESERVE INCENTIVE PROGRAM (SRIP):

Non-AGR Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent AGR. Applicants should contact the

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 14-016 dated
27 February 2014 (Cont'd)**

MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

LENGTH OF TOUR: If the selected individual is not AGR he/she will be appointed to AGR status for an initial tour of 3 years. Extension of all AGR Soldiers beyond their initial tour is contingent upon recommendation by the supervisor and final approval by the Adjutant General.

HOW TO APPLY: All applicants must submit the following:

A Completed Police Records Check application, (top portion only (Section 1, Blocks 2-9 and Signature in Section II, Block 11) from DD Form 369 from the following web site) a police background check will be run before the selection is approved.

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0369.pdf>).

- AGR applicants will **also** submit a memorandum of interest through their Chain of Command to the HRO-AGR office.

- Technicians and Traditional (M-Day) applicants, as a minimum will **also** submit an *NGB Form 34-1*, (Application for Active Guard/Reserve Tour) from the following web site
http://www.ngbpcdc.ngb.army.mil/forms/ngbf34_1.htm

- All applicants are encouraged to submit a current resume and last (3) OER's (if applicable).

- Memorandums and Applications must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE**. Memorandums and Applications received after the closing date will NOT be considered. The inter-office distribution system may be used (no expense incurred to the government). - Current Maine AGR Job announcements are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link. Select the "AGR" link to get a blank AGR application form (NGB Form 34-1).

- You may deliver your application and other documents **in person**, or **send** them by:

- **Email** (*Preferred Method*) to ng.me.mearng.list.hro-agr-br@mail.mil, or
- **Non government fax** to MENG-HRO-AGR office at (207) 626-4246, or
- **U.S. mail** to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

APPOINTMENT: This position will be filled as soon as possible after **21 March 2014**. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

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CHRISTOPHER MERRILL
CW3, MEARNG
HRO AGR Manager