



# DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117

## STATEWIDE AGR VACANCY ANNOUNCEMENT

NGLA-JPM-HA

5 June 2018

### MEMORANDUM FOR DISTRIBUTION

SUBJECT: AGR Vacancy Announcement No. 107-18, Open to ALL LAARNG Personnel

OPENS: 5 June 2018 CLOSES: 26 June 2018

BBID:

1. Applications are now being accepted for the following AGR tour under Title 32, Section 502(f), USC. Request for information and/or assistance should be directed to the point of contact listed below.
2. AGR/MTOE Position, Unit and Location: Human Resource SGT, JFHQ-LA, New Orleans, Louisiana
3. Point of Contact: CPT Mark W. Castillon, AGR Branch Manager, JFHQ-LA, New Orleans, Louisiana / Commercial: (504) 278-8770.
4. Length of Tour: Three year initial tour.
5. **Minimum** Grade: PFC / E3
6. **Maximum** Grade: SGT / E5
7. Applicant must hold or be able to obtain the **42A20** MOS within one year of initial hire. Non MOSQ Soldiers must possess an aptitude CL score as follows:  
**CL Score of 95 with test date prior to 2 Jan 02**  
**CL Score of 92 on or after 2 Jan 02 and prior to 1 Jul 04**  
**CL Score of 90 on and after 1 Jul 04**
8. Applicant must meet the following physical requirements in order to qualify for **42A** MOS:  
A physical demands rating of light  
A physical profile of 323222
9. Direct combat probability code applies: No. Male or female may apply.
10. Applicant must hold or be able to obtain a SECRET security clearance.



11. Any Soldier selected without having a valid security clearance will be placed on OTOT (One Time Occasional Tour) and will be afforded an opportunity to attain appropriate clearance required. Soldier will be terminated upon receiving notification of his/her inability to acquire mandatory clearance for AGR Full-Time Position.

12. Current LAARNG on board AGR Soldiers must submit memorandum expressing interest in the announced position. Memorandum will be on unit letterhead and **must contain the following information:**

- a. Soldiers full name, grade, social security number, and current duty position and MOS.
- b. Current unit address and phone number.
- c. Current home address and phone number.
- d. Certified copy of ERB.
- e. Official DA photo.
- f. Copy of current MEDPROS.
- g. Copy of last DA Form 705.
- h. Copy of Security Clearance documentation.
- i. Copy of last three NCOERs.

13. All Exception to Policy requests should be processed through Chain of Command and submitted with AGR application to AGR Branch regardless if DRU CONCURS or NON CONCURS.

14. LAARNG promotion policies apply together with maximum grade limitations for the position as designated by NGB and appropriate MTOE/TDA.

15. Continuance of tour is subject to satisfactory duty performance and approval of continuation board.

16. Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG Education Service Officer, LTC Alfred E. Horridge at (504) 278-8532 or [alfred.e.horridge.mil@mail.mil](mailto:alfred.e.horridge.mil@mail.mil).

17. Initial Hire into AGR program is based upon availability of AGR authorizations.

18. NON-AGR applicants who require civil conviction waivers (Applicants who possess civil convictions) must have approved waiver requests prior to closing of the AGR Tour Announcement that the Soldier is applying for.

19. NON-AGR Soldiers must meet eligibility requirements and qualifications for initial entry in the AGR program IAW AR 135-18, Table 2-1 and NGR 600-5, Chap. 2-2. Applicants must be medically and physically qualified for Active Duty IAW AR 40-501, Chap. 3 and AR 600-9. **Applicants must pass Army Physical Fitness Test and meet Army height and weight requirements prior to entry on active duty.**

20. NON-AGR applicants will submit NGB Form 34-1 and support documents listed below.  
**Write your email address on the top of the NGB Form 34-1.**

- a. Current MEDPROS Individual Medical Record with physical date within 5 years or Periodic Health Assessment (PHA) date within 1 year.
- b. DA photo in Army Service Uniform less than 12 months old.
- c. Certified copy of ERB.
- d. Copy of DA Form 705 less than twelve months old.
- e. Commanders statement that SM is not on weight control program.
- f. Provide statement of all active service performed.
  - (1) NGB Form 23b (RPAS Statement)
  - (2) All DD Form 214s
  - (3) DD Form 1506 (Statement of Service when 214 or 23 are not available).
- g. Memorandum of verification of Security Clearance.
- h. Copies of latest 5 NCO-ER's or letter of recommendation for E4 and below.
- i. If MOSQ, include a DA 1059 certifying completion
- j. Completed DD Form 369, Police Record Check. Form must be completed by Battalion Level Administrative Officer, S1 or Security Manager. DD 369 must be less than six months old. If applicable, any and all violations must be submitted with dispositions.
- k. If you are currently deployed, give your current email address and expected time of return.

21. NON – AGR application packages or current AGR Soldiers memorandum must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, SSG LaQuanna Blanchard, 5445 Point Clair Rd, Carville, LA 70721 or scanned to [ng.la.laarnng.mbx.agr-branch@mail.mil](mailto:ng.la.laarnng.mbx.agr-branch@mail.mil) in a PDF file, NLT close of business (1600 hrs) on closing date. **Confirmation of receipt of applications is the responsibility of the applicant.** POC is SSG LaQuanna Blanchard at 225-319-4996.

22. Please check us out on Social Media on Facebook and Instagram.  
Facebook: <https://www.facebook.com/LANG-Human-Resources-Office>  
Instagram: <https://www.instagram.com/langhumanresourcesoffice>

23. Soldiers must not use government mail system or government funding for application delivery. Applications sent by these means will be returned without consideration for employment.

24. Applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's own expense.

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TAYSHA D. GIBBS  
MAJ, AG, LAARNG  
Human Resources Officer