

How to find and apply for an AGR position

Go to <http://www.moguard.com/>

The screenshot shows the Moguard website interface. At the top, the browser address bar displays <http://www.moguard.com/>. The website header features the Moguard logo and navigation links: About Us, Veteran/Retiree, Programs, Public Affairs, Human Resources, and Jobs. A yellow box labeled "Select Jobs" points to the Jobs link. The Jobs dropdown menu is open, listing various job categories: Technician Jobs, Active Guard Reserve (AGR) Jobs, ADOS/ADSW & Special Tours, Traditional (M-Day) Jobs, National Technician Vacancies, State Jobs, Federal Bid Opportunities, and Job Fairs and Hiring Events. A yellow box labeled "Select AGR Jobs" points to the "Active Guard Reserve (AGR) Jobs" option. The background of the page shows a partial view of the "The Missouri National Guard" logo.



This will list all the AGR Jobs that are open. It shows you the Title & Grade of the open position, the location and the closing date of the Job Announcement. Announcement# is in blue text and this provides a hyperlink to the complete Job Announcement.

Technician Active Guard Reserve (AGR) ADO

Active Guard Reserve (AGR) Jobs

AGR - Army

Announcement #	Title & Grade	Location	Closing Date
A17-078	Director of Military Support, O5	Jefferson City	4/11/2017
A17-085	Supply NCO, E6	Springfield	4/11/2017
A17-082	Readiness NCO, E7	Sedalia	4/13/2017
A17-086	Training NCO, E6	Farmington	4/18/2017
A17-087	Supply NCO, E6	Fulton	4/18/2017
A17-083	Recruiting & Retention NCO, E6	St. Peters	4/20/2017
A17-084	Recruiting & Retention NCO, E6	Hannibal	4/20/2017
A17-081A	Assistant Training NCO, E5	Fort Leonard Wood	4/20/2017
A17-080A	Bn Medical Readiness NCO, E5	Cape Girardeau	4/20/2017
A17-088	Recruiting & Retention NCO, E6	Kansas City (Ozark Armory)	4/23/2017
A17-089	Recruiting & Retention NCO, E6	Kansas City (Ozark Armory)	4/23/2017

Application Forms & Information

- [NGB Form 34-1 \(Application for AGR Position\)](#)
- [Verification of Security Clearance](#)
- [Memorandum of Good Standing Template](#)
- [AGR Application Quick Answers](#)
- [NGB Job Announcements Website](#)

This lists the required forms and examples needed to assist you in completing your AGR application.

ARMY GUARD AGR VACANCY ANNOUNCEMENT

Missouri Army National Guard Human Resources Office ATTN: NGMO-HRA 2302 Militia Drive Jefferson City, MO 65101-1203	Announcement Number: A17- 085 Opening Date: 4 April 2017 Closing Date: 11 April 2017
Telephone Numbers: Commercial (573) 638-9674 DSN 555-9674 Website: http://www.moguard.com	<input type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input checked="" type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government.
Position Title, MOS and Grade: Supply NCO MOS: 92Y SSG (E-6)	Location: HSC, 935 th ASB Springfield, MO 65802
<div style="background-color: yellow; padding: 5px; border: 1px solid black; display: inline-block;"> Who can apply for vacancy </div>	For More Information: LTC Derrick Jennings, X34113

Requirement in checklist for all 5.

Applications Will Be Accepted Only From:

On Board AGR members of the MOARNG who are SSG (E-6) and above may apply. In an effort to ensure that the Missouri National Guard is taking every effort to protect Personally Identifiable Information (PII), all full-time personnel with access to PII, regardless of their PMOS, are required to possess a final SECRET security clearance.

Additional Requirements

(If you do not meet all of these requirements, your application packet will be rejected.)

Military Occupational Specialty (MOS): 92Y. Applications will be accepted from individuals who meet the prerequisites outlined in NGR 600-5, DA PAM 611-21 and AR 135-18. Individuals whose rank exceeds the maximum grade for this position will be required to take a reduction in rank prior to accepting the position. Individual selected for this position will be required

Minimum physical profile and qualifying scores for the MOS of advertised vacancy.

Physical demands rating and qualifications for initial award of MOS. Unit supply specialist must possess the following qualifications:

- (1) A physical demands rating of heavy.
- (2) A physical profile of 222222.
- (3) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area CL on Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- (4) Normal color vision.
- (5) Mandatory formal training.
- (6) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:
 - (a) No conviction by court-martial or by any Federal or state court.
 - (b) No juvenile adjudication by state court.
 - (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.
 - (d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.
 - (e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.
- (7) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.
- (8) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.

NOTE: PER AR 135-18 SSG, or above, must possess the required grade and MOS level authorized for the AGR duty position. Soldiers that do not meet this requirement will be required to take a voluntary reduction until Duty MOS Qualified. If Warrant Officer or Commissioned Officer you must contact the Human Resource Office for further guidance.

Promotion Potential: Maximum grade for this position is SSG (E-6).

Current Military Grade Requirements: On Board AGR members of the MOARNG who are SSG (E-6) and above may apply.

Position: All service members assigned to the 1st Cavalry Division (ASLT) Retention Bn must be able to pass all Position of Trust background checks and be eligible for a position IAW ALARACT 193-14 & National Guard Regulations.

This page will list additional requirements that each Soldier must be able to do.

Applicants Must at Application Time:

1. Be able to pass the Standard Army Physical Fitness Test (APFT).
2. Be at least 18 years of age or not have reached your 55th birthday. Must not be receiving any military retired pay.
3. Be able to serve at least three years on active duty status prior to completing 18 years Active Federal Service and be able to serve three years on active duty prior to mandatory removal based on age or service.
4. Meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Must meet height and weight standards of AR 600-9. Must be medically certified as drug free and test negative for HIV in accordance with AR 40-501 and AR 600-110. Females who are NOT currently members of the Army National Guard must not be pregnant in accordance with AR 40-501 and AR 600-110. Must have current MOS Medical Retention Board (MMRB) if required.
5. Not have been involuntarily released from AD or FTNGD including AGR status or resigned in lieu of adverse personnel action. If voluntarily released from the AGR program, one year must have elapsed since the date of the release.
6. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.
7. Must be a United States citizen to apply.

Duties and Responsibilities: Performs duties shown at preceding level of skill and provides guidance to lower grade personnel. Directs supply personnel in establishing supply and inventory control management functions. Maintain property under Property Book Unit Supply Enhanced (PBUSE) system. Review daily and monthly records of issues of petroleum products and operating supplies. Provide technical assistance to equipment records and parts specialist. Assists and advises supply officer and commander.

PULHES: Applicants with 3 or greater in PULHES must have a MOS Medical Retention Board IAW AR 600-60.

Mandatory Training: This position may require mandatory formal training for full time support (FTS) personnel. Check with your unit or AGR Management Office for training requirements. Failure to complete the NGB prescribed courses at the Professional Education Center (PEC) for FTS personnel within the first year of employment or reassignment may be cause for reassignment or termination.

MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED

IMPORTANT NOTICE

Applications will be screened after the job closing date; therefore, all documents must be current and valid as of the closing date. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after 1700 CST on the closing date. Applications received after 1700 CST on the closing date of the vacancy announcement will be rejected. A separate application is required for each vacancy announcement.


This section lists all the required documents needed for your application. If you are unable to submit the required documents, you must provide a memorandum explaining why it is missing or outdated.

Instructions for Applying

Individuals must submit the following REQUIRED documents or a memorandum explaining why item is missing or not in compliance:

- NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) (USE LATEST VERSION 20131111). ENSURE position announcement number and position title are completed. This form must be signed and dated. Ensure any "YES" answers are explained, per instructions on NGB Form 34-1 section V (except Questions 9 & 17). (This form can be found at [MOGUARD.COM](http://www.moguard.com) – Jobs - Active Guard Reserve (AGR) - Application Forms & Information) <http://www.ngbpdcc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>
- Current DA Form 705 (Army Physical Fitness Record). The latest APFT must have been taken within the past 6 months for AGRs and 12 months for Technicians and M-Day Soldiers from the closing date of the job announcement. <https://iperms.hrc.army.mil/rms/>
- Current Enlisted Record Brief (ERB), Current Officer Record Brief (ORB). <https://iperms.hrc.army.mil/rms/>
- Enlisted Soldiers only- Most recent ASVAB test scores on a page 1 of DD 1966 series Record of Military Processing-Armed Forces of the United States (DD 1966) or local Recruiter can print out a REDD Report with ASVAB scores. These are the only two documents used to validate scores. <https://iperms.hrc.army.mil/rms/>
- Enlisted Soldiers- Last three (3) Enlisted/NCO Evaluation Reports (DA 2166) also known as NCOERs. If the full three NCOERs are not available, applicant must submit a memorandum explaining missing NCOERs. NOTE: Applicants E5 and below who do not have all three NCOERs must have a unit member within their chain of command provide a memorandum attesting to the Soldier's character of service (Reference Letter). <https://iperms.hrc.army.mil/rms/>
- Officers- Last three (3) Officer Evaluation Reports (DA 67) also known as OERs. If the full three OERs are not available, applicant must submit a memorandum explaining missing OERs. <https://iperms.hrc.army.mil/rms/>
- Most recent Army National Guard Annual Statement (NGB 23A or NGB 23) also known as Retirement Point Summary and/or a Statement of Service. <https://iperms.hrc.army.mil/rms/>
- All Certificates of Release or Discharge from Active Duty (DD 214), copies must have Block 24 showing Character of Service and all Reports of Separation and Record of Service (NGB 22). <https://iperms.hrc.army.mil/rms/>
- Physical Profile (DA 3349) and MOS Medical Retention Board (MMRB) results (Only if applicable). <https://login.us.army.mil/suite/login>
- Current IMR Record (Individual Medical Readiness) this form will show last PHA date, this date must be within last 12 months of closing date of job announcement. <https://login.us.army.mil/suite/login>
- Memorandum from unit stating whether or not unfavorable actions or flags are pending, dated within 60 days of closing date. <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx>
- Memorandum from unit annotating current security clearance, dated within 60 days of closing date (sample on web site). <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx>
- If necessary, memorandum from over-grade applicant stating that they will voluntarily take a reduction in rank if selected for the position. <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx>
- Full-time Missouri Army National Guard Soldiers (AGR or Tech) ONLY: memorandum certifying they have notified their immediate supervisor of their intention to apply for this AGR vacancy.** <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx>
- All service members applying for any positions within the Recruiting and Retention Bn: DD 369 Police Record Check. Section I, Blocks 2 through 9 must be complete (Do not complete block 10) and Section II, Block 11 must be signed. <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx> or <http://armypubs.army.mil/>
- All service members applying for any positions within the Recruiting and Retention Bn: DA 7424 Sensitive Duty Assignment Eligibility Questionnaire. Must be completed and signed by Soldier in blocks 5 and 6 and Commander in blocks 7, 8 and 9. <http://www.moguard.com/Assets/StaticPages/AGRJobs.aspx> or <http://armypubs.army.mil/>

This section explains how to submit your application correctly into the SAFE system.



Application Submission:

1. Using SAFE (<https://safe.amrdec.army.mil/SAFE/>), combine all documents into one .pdf file, to ng.mo.moarng.mbx.jfmo-hrt-agr-job-applications@mail.mil (SAFE Instructions are below). **OR**

2. Mail your application to: Missouri National Guard Headquarters, ATTN: NGMO-HRD-AGR, 2302 Militia Drive, Jefferson City, MO 65101-1203

APPLICATIONS SUBMITTED AS AN UNENCRYPTED E-MAIL ATTACHMENT WILL NOT BE ACCEPTED.

SAFE Instructions: Website: <https://safe.amrdec.army.mil/safe>

1. Select accordingly if you are accessing the website from a computer with CAC Access or not. Note: Either option will allow you to send an encrypted file.
2. Enter or confirm your name is entered, then enter email address (all e-mail addresses work with SAFE).
3. Click Browse to attach your PDF File and once selected it will appear under File(s) (Applications must be submitted as ONE (1) file). **WARNING-** When combining documents into one PDF file ADOBE may strip digital signatures from documents. It is your responsibility to check your packet to make sure all documents needing signatures have them before uploading your packet to the SAFE system.
4. Once you see the file, click the Box next to Privacy Act Data.
5. To the right, in the Box "Description of Files," please enter the following: "Announcement Number", "Position Title", and "Your Last Name" (ie: A15-114, Recruiter, Smith)
6. Under Recipient Information enter the email address: ng.mo.moarng.mbx.jfmo-hrt-agr-job-applications@mail.mil and Click Add. **WARNING-** If the above email address is not typed **exactly** as shown, your packet will not go to the correct mailbox. If this happens, our office will not be able to download, review or accept your packet for the current position.
7. Confirm the e-mail address has moved to the Recipients List Box next to where you entered it.
8. Under Email Setting, Click on the following boxes:
 - Encrypt email message when possible.
 - (Optional) Notify me when file(s) downloads are STARTED (system generated email).
 - Notify me when file(s) downloads are COMPLETED (system generated email).
 - Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)).
9. Click on FOUO.
10. Click Upload.

Where to find required documents

1. NGB Form 34-1 (USE LATEST VERSION 20131111), (Application for Active Guard/Reserve (AGR) Position). ENSURE position announcement number and position title are completed. This form must be signed and dated. Ensure you explain any "YES" answers per instructions on NGB Form 34-1 section V (except Questions 9 & 17). <http://www.ngbpdcc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Can be found on the MOGUARD WEBSITE under Application Forms & Information

The following documents can be found in the Soldiers IPERMS record, use the name in () when doing a Document Search in IPERMS

2. Current DA Form 705 (Army Physical Fitness Record). The latest APFT must have been taken within the past 6 months for AGRs and 12 months for Technicians and M-Day Soldiers from the closing date of the job announcement. <https://iperms.hrc.army.mil/rms/>

Can be found in Soldier's iPERM

3. Current Enlisted Record Brief (ERB), Current Officer Record Brief (ORB).

Can be found in Soldier's iPERM

<https://iperms.hrc.army.mil/rms/>

4. Enlisted Soldiers only- Most recent ASVAB test scores on a page 1 of DD 1966 series Record of Military Processing-Armed Forces of the United States (DD 1966) or your local Recruiter can print out a REDD Report which will have your ASVAB scores. These are the only two documents that we can validate your scores from. <https://iperms.hrc.army.mil/rms/>

DD 1966 can be found in Soldier's iPERM record or Soldier can request a REDD report from their local Recruiter's Office.

5. Enlisted Soldiers- Last three (3) Enlisted/NCO Evaluation Reports (DA 2166) also known as NCOERs. If the full three NCOERs are not available, you must submit a memorandum explaining missing NCOERs. NOTE: Applicants E5 and below who do not have all three NCOERs must have a unit member within their chain of command do a memorandum attesting to the soldiers character of service (Reference Letter). <https://iperms.hrc.army.mil/rms/>

Can be found in Soldier's iPERM

6. Officers- Last three (3) Officer Evaluation Reports (DA 67) also known as OERs. If the full three OERs are not available, you must submit a memorandum explaining missing OERs.

Can be found in Soldier's iPERM

<https://iperms.hrc.army.mil/rms/>

7. Most recent Army National Guard Annual Statement (NGB 23A or NGB 23) also known as Retirement Point Summary and/or a Statement of Service. <https://iperms.hrc.army.mil/rms/>

NGB Form 23 can be found in the Soldier's iPERM record or Soldier can request a statement of service from their Admin NCO.

8. All Certificates of Release or Discharge from Active Duty (DD 214), copies must have Block 24 showing Character of Service and all Reports of Separation and Record of Service (NGB 22).

Can be found in Soldier's iPERM

<https://iperms.hrc.army.mil/rms/>

The following documents can be found in from links in your AKO. Go to My Medical select MEDPROS on the right side of the screen then under the Forms section)

9. Physical Profile (DA 3349) and MOS Medical Retention Board (MMRB) results. (Only if applicable)
<https://www.us.army.mil>

Can be found in MEDPROS, or Soldier can request a copy from their Medical NCO or Admin NCO

10. Current MEDPROS/IMR (Individual Medical Readiness) Form (must show PHA date within last 12 months). <https://www.us.army.mil>

Can be found in MEDPROS, see instructions below

The Soldiers Unit will provide the below Memorandums, they must be dated within 60 days of closing date and must be signed. Examples of all Memorandums can be found on MOGUARD.COM – Jobs - Active Guard Reserve(AGR) - Application Forms & Information

11. Memorandum from unit stating whether or not unfavorable actions or flags are pending dated within 60 days of closing date (sample on web site). <http://www.moguard.com/>

Soldier will need to request from unit, example on MOGUARD website under Application Forms & Information

12. Memorandum from unit annotating your current security clearance dated within 60 days of closing date (sample on web site). <http://www.moguard.com/>

Soldier will need to request from unit, example on MOGUARD website under Application Forms & Information

13. If necessary, memorandum from over-grade applicant stating that they will voluntarily take a reduction in rank if selected for the position. <http://www.moguard.com/>

Soldier will need to provide, example on MOGUARD website under Application Forms & Information

14. Full-time Missouri Army National Guard Soldiers (AGR or Tech) ONLY: memorandum certifying they have notified their immediate supervisor of their intention to apply for this AGR vacancy.
<http://www.moguard.com/>

Soldier will need to provide, example on MOGUARD website under Application Forms & Information

All service members applying for any position within the Recruiting and Retention Bn must submit the following forms. Forms can be found on [MOGUARD.COM](http://www.moguard.com) – Jobs – Active Guard Reserve(AGR) - Application Forms & Information

15. All service members applying for any positions within the Recruiting and Retention Bn: DD 369 Police Record Check. Section I, Blocks 2 through 9 must be complete (Do not complete block 10) and Section II, Block 11 must be signed. <http://www.moguard.com/> or <http://armypubs.army.mil/>

Soldier will need to provide, Blank form on MOGUARD website under Application Forms & Information

16. All service members applying for any positions within the Recruiting and Retention Bn: DA 7424 Sensitive Duty Assignment Eligibility Questionnaire. Must be completed and signed. <http://www.moguard.com/> or <http://armypubs.army.mil/>

Soldier will need to provide, completed with signatures (Soldier and current Commander), form on MOGUARD website under Application Forms & Information

HOW TO GET TO YOUR IPERM RECORD:

The screenshot shows the MOGUARD.COM website interface. At the top, there is a navigation bar with links for "About Us", "Veteran/Retiree", "Programs", "Public Affairs", "Human Resources", and "Jobs". Below this is a large banner for "The Missouri National Guard". On the left side, there is contact information: "1-888-2302 MILITIA", "Missouri National Guard", "2302 Military Drive", and "Jefferson City, MO 65101-1203". On the right side, there is a "CONTACT US" section with social media icons for Facebook, Twitter, Google+, YouTube, and a mobile app icon. A yellow callout box with a downward-pointing arrow highlights a link to "iPERMS" in the footer area. The callout text reads: "At the bottom of the main page on MOGUARD.COM website is a link to iPERMS". Other links in the footer include "iPerms", "Army Knowledge Online (AKO)", "Guard Knowledge Online (GKO)", and "Air Force (AF) Portal".

SEARCHING FOR DOCUMENTS IN IPERMS:

Document Search: **GO** View as originals:

Title (most recent document) ▼ ▲	Name ▼ ▲
✓ 20 + ENLISTED EVALUATION REPORT (SSG-1SG)	216692DA
✓ 10 + DOCS/CERT THAT AWD BADGES, AWARDS, ...	AWD DOC
✓ 9 + ORDERS ANNOUNCING THE AWARD OF BADGES	AWD ORD
✓ 8 + COURSE COMPLETION CERTIFICATE 40 OR	CRS CMPL 40
✓ COURSE COMPLETION CERTIFICATES FROM CIVILIAN COLLEGES AND UNIVERSITIES	CERT
✓ TRANSCRIPT OF CREDIT FOR COLLEGE/UNIVERSITY/TRADE/BUSINESS SCHOOLS	TRNSCPTS
✓ 5 + CERTIFICATE OF TRAINING	87DA
✓ 6 + CERTIFICATE OF COURSE COMPLETION (RESIDENT & NONRESIDENT COURSES)	CERT CMP
✓ COPY OF AWARD CITATION WHEN NOT INCLUDED IN THE AWARD ORDER	CITATION
✓ 5 + CERTIFICATE OF ACHIEVEMENT/APPRECIATION/COMMENDATION	CERT ACHV
✓ 6 + SERVICE SCHOOL ACADEMIC EVALUATION REPORT	1059DA
✓ LETTER OF APPRECIATION/COMMENDATION - LETTER/MEMO/MESSAGE	LTR APR
✓ COURSE COMPLETION CERTIFICATE (RESIDENT OR NONRESIDENT)	CRS RES/NR
✓ H.S. DIPLOMA	DIPLOMA HS

ENTER YOUR KEY WORD INTO THE DOCUMENT SEARCH TO RETRIEVE ALL DOCUMENTS



HOW TO GET YOUR IMR FORM AND DA FORM 3349 (PROFILE)

This information system is approved for UNCLASSIFIED//FOUO

AKO **ARMY KNOWLEDGE ONLINE** FOUO

My Account ▼ Favorites ▼ Quick Links ▼ **Self Service ▼**

- New Notifications (0)
- New In My Files (0)
- Tell CPT AKO/Tell 1 SG
- SHARP Program
- G1 Suicide Prevention
- IPPS-A
- AKO Portal Training
- CAC Resource Center
- Slick Deals
- Inside AKO
- Career Opportunities

ANNOUNCEMENT

- Army D
- New Ch
- Resource
- Think A
- Prove Y
- Resetti
- Confer
- Special
- Trainin
- AKO A

- Antivirus Services
- Army e-Commerce
- DA Pubs & Forms
- My Benefits
- My Clothing
- My Dental
- My Doctrine
- My Education
- My Family
- My Finance
- My Health Resources
- My IPPS-A
- My Legal
- My Library
- My MEB/PEB (My IDES Dashboard)

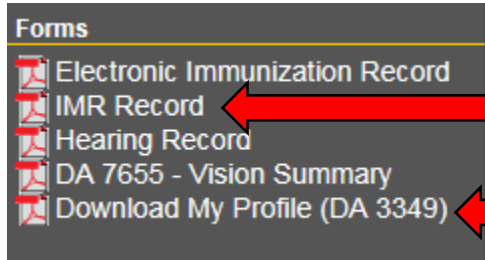
- My Medical** ←
- My Medical Readiness
- My MilPay
- My Personnel
- My Pet
- My Reference
- My Safety
- My Security
- My Training
- My Transition
- My Travel
- My Travel Pay
- My Vision
- My Weather

Questions?

For questions about your readiness status or content in the health assessments, send a message to mods-help@asmr.com or call 1-888-849-4341; DSN: 761-4976; Fax: (703) 681-4983.

Contacting AKO will not get you technical help for a MODS-related problem.

You must use Internet Explorer to access the PHA application, not any other browser such as Firefox.



MEDPROS (IMR Record)

Profile, if applicable