



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1373

**S: 1 March 2014**

ARNG-HCM

30 January 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Title 10 One Time Occasional Tour (OTOT) Announcement for the Army National Guard G-3 SGM, Arlington, VA.

1. References:

a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.

b. ARNG-HRH Memorandum, Subject: Title 10 Active Guard Reserve Life Cycle Management Strategy and Plan, dated 12 December 2013.

2. The ARNG is seeking applications from highly qualified Non-Commissioned Officers (NCOs) to serve as the Army National Guard G-3 SGM, Arlington, VA, with report date NLT 15 July 2014.

3. Eligibility. Current Title 32 (T32) Active Guard Reserve (AGR), current Title 10 (T10) AGR, and Traditional status NCOs in the grade of E-9.

4. The selected NCO will be processed the following way depending on their current duty status.

a. T32 AGR NCO – will be accessed into the T10 AGR program for duration of three years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to the T32 AGR program or to traditional duty status.

b. Traditional (M-Day) NCO – will be accessed into the T10 AGR program for duration of three years on a One Time Occasional Tour (OTOT). Upon completion of the tour, the NCO will be separated from the T10 AGR program and returned to traditional duty status.

c. T10 AGR NCO – will remain in the T10 AGR program and will receive Permanent Change in Station (PCS) or reassignment orders.

5. Brief Duty Description. Serves as the ARNG G-3 SGM: counsels and advises the G-3 on enlisted matters and Soldier development as it pertains to the 54 States and Territories; provides counsel and advice to the G-3, G-3 Division Chiefs, and Sergeants Major, and Senior Field leaders on enlisted issues throughout the T10 G-3 Directorate.

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6. Pre-requisites:

- a. Applicants must meet AGR eligibility requirements IAW AR 135-18.
- b. Rank: SGM/E-9 (Para: 300 / Ln: 04)
- c. MOS: 11Z, 12Z, 13Z, 14Z, 15P, 15Z, 18Z, 19Z, 31B, 74D
- d. Military Education: Graduate, Sergeants Major Academy, USASMA
- e. Civilian Education: Associates level degree recommended
- f. Experience: Must have experience as COCOM Senior Enlisted Guard Advisor (SEGA), Division, BN or BDE level SGM or have served as ARNG Staff Division level SGM within the G-3 or State G3.
- g. Security Clearance: Minimum Secret clearance with potential to obtain Top Secret.
- h. 18 months or more time on station (T10 only).
- i. 8 months or less remaining on approved High School Stabilization (T10 only).

7. Application.

a. T10 AGR NCO – contact your Assignment NCO for an example of the 4187 that must be completed. Accompanying the 4187 will be a copy of your ERB, 705, 5500/1, last 3 NCOER's, latest PME 1059, and verification memo for your security clearance. Once the 4187 is completed with all signatures you can mail the packet to the address in 7b or email the completed packet to your Assignment NCO.

b. T32 AGR/M-Day NCO – application procedures and required forms are available on the ARNG GKO website: <https://gkoportal.ng.mil/jobs/SitePages/Home.aspx>. Application packets should be sent to the National Guard Bureau Readiness Center, ARNG-HCM-E, 111 South George Mason Drive, Arlington, VA 22204-1373 or emailed to the POC listed below in 9b. All packets must be in accordance with the enclosed application process and be received no later than 1 March 2014.

c. Applications received with postage funded by the US Government for “personal” mail will be destroyed. Applications received with (TAG, MILPO, etc) endorsements are authorized US Government funded postage. Use of Government funded overnight or express mail is not authorized.

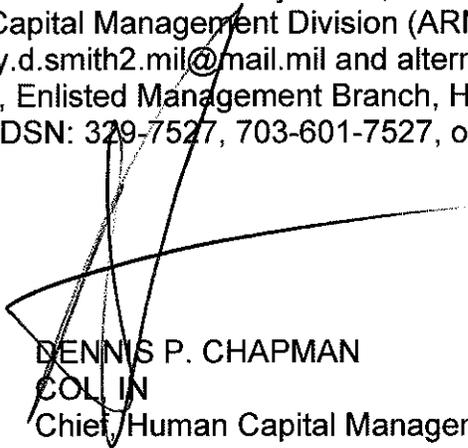
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d. This announcement will close at 1700 EST on 1 March 2014. Packets received after this time or packets that are not complete IAW the T10 AGR NCO application checklist will be returned without action.

8. The point of contact for position information is SGM Mark A. Kelley, Army National Guard G-3 SGM, DSN 327-7362 or 703-607-7362, e-mail: mark.a.kelley@us.army.mil.

9. The point of contact for packet submission is SSG Cherry Smith, Accessions NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN 329-7534, 703-601-7534, or cherry.d.smith2.mil@mail.mil and alternate, MSG De' Laine B. Williamson, Assignments NCO, Enlisted Management Branch, Human Capital Management Division (ARNG-HCM-E), DSN: 329-7527, 703-601-7527, or delaine.b.williamson.mil@mail.mil.



DENNIS P. CHAPMAN  
COL IN  
Chief, Human Capital Management Division

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