



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

S: Open Until Filled

ARNG-HCM-O

30 July 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard Title 10 One Time Occasional Tour Announcement for the Army National Guard Instructor, Soldier Support Institute, Fort Jackson, South Carolina

1. References:

a. Army Regulation (AR) 135-18 (The Active Guard Reserve Program)

b. National Guard Bureau (NGB), ARNG-HRH memorandum (Title 10 (T10) ARNG AGR Life Cycle Management (LCM) Strategy and Plan (PPOM 23-020)), 26 October 2023

2. The Army National Guard (ARNG) is seeking applications from highly qualified Warrant Officers to serve as the ARNG Instructor, with an anticipated start date to be determined.

3. Eligibility.

a. Current T10 Active-Duty Operational Support (ADOS), Title 32 (T32) AGR, and Traditional (M-Day) Warrant Officers in the ranks of CW3 – CW4.

b. Warrant Officers must not be able to reach 18 years of active service as a result of the One Time Occasional Tour (OTOT). Warrant Officers must not be able to qualify for separation pay as a result of the OTOT.

c. Orders identify the tour as OTOT. Additional instructions contain information regarding the duration of the tour and must contain a statement that upon completion of the OTOT, the Service Member returns to their prior status and is not entitled to be accessed into the T10 AGR program.

d. Former AGR Warrant Officers released from AGR service due to board action are not eligible to enter into an OTOT without an approved exception from ARNG-HRH.

e. Consecutive OTOTs are not authorized.

ARNG-HCM-O

SUBJECT: Army National Guard Title 10 One Time Occasional Tour Announcement for the Army National Guard Instructor, Soldier Support Institute, Fort Jackson, South Carolina

f. Upon successful hiring and approval for a position, Soldiers are prohibited from applying for alternative positions within the organization.

g. Warrant Officers serving on an OTOT do not compete for promotion or school boards within the T10 AGR program.

h. The selected Warrant Officer is placed on T10 OTOT orders and receives PCS orders. Upon completion of the tour, the Warrant Officer is separated from the T10 OTOT program and returned to their previous duty status.

4. Brief Duty Description: Serves as an Instructor/Developer for the Human Resources Management Qualification Course (HRMQC). Develops, maintains, and updates course material in accordance with Army Doctrine and the approved Program of Instruction. Coordinates logistical needs to support training requirements including student lodging, classroom availability, and network capabilities. Prepares and distributes training schedules and welcome letter information. Validates all prerequisite information prior to accepting and graduating students. Prepares and maintains ATRRS student rosters including historical graduate data. Reviews and projects future course dates in ATRRS including mobile training opportunities. Facilitates course instruction in accordance with current lesson plans.

5. Prerequisites.

a. Applicants must meet AGR eligibility requirements IAW AR 135-18

b. Grade: W3 – W4

c. Branch Requirement: 420A

d. Civilian Education: Bachelor's degree preferred

e. Military Education: Commensurate with current rank held

f. Military Experience: Prefer BN, BDE, or State level S-1 experience, or a combination

g. Security Clearance: Secret

ARNG-HCM-O

SUBJECT: Army National Guard Title 10 One Time Occasional Tour Announcement for the Army National Guard Instructor, Soldier Support Institute, Fort Jackson, South Carolina

6. Application.

a. Application procedures and required forms are available on the ARNG-GKN site: <https://armyeitaas.sharepoint-mil.us/sites/ARNG-HCM/SitePages/Jobs.aspx>. Application packets are sent via encrypted email or sent via Safe Access File Exchange: <https://safe.apps.mil> to the POC in paragraph eight.

b. This announcement remains open until filled. Incomplete packets not in accordance with the T10 AGR application checklist are not processed.

c. The position identification number for this position is 2139870. Reference this number in application correspondence.

7. The POC for information regarding this position is COL Richard Jackson Ziegler III, National Guard Liaison Officer, (ATSG-COS-ARNG), (803) 751-8290, or richard.j.zeigler4.mil@army.mil.

8. The POC for packet submission is CW5 Jennie L. Elliott, Warrant Officer Assignment Manager, Human Capital Management Division (ARNG-HCM-O), at (520) 672-1367, or jennie.l.elliott.mil@army.mil.

CARRIE L. PEREZ
COL, LG
Chief, Human Capital
Management Division

DISTRIBUTION:

ARNG Chief of Staff
ARNG G-Staff
ARNG Division Chiefs
ARNG Senior Guard Advisors
ARNG-HCM GKN