

CATEGORY - 2

JOINT FORCES TITLE 32 AGR VACANCY ANNOUNCEMENT
DIVISION OF MILITARY & NAVAL AFFAIRS
ATTN: MNHF-AGR
330 OLD NISKAYUNA ROAD
LATHAM, NEW YORK 12110-3514
Army: (518) 786-4722 / DSN: 489-4722

SUBMIT PACKET AS ONE PDF FILE

ANNOUNCEMENT NUMBER: JB26-012

OPENING DATE: 11 December 2025

CLOSING DATE: 11 January 2026

Minimum Grade: E4/SPC

Maximum Grade: E5/SGT

Number of Positions: 1

POSITION TITLE: Battalion Staff Clerk

PARA-LIN: 104/13

MOS: 25H

SALARY: Full Military Pay and Allowances, depending on rank and longevity of Soldier.

UNIT & LOCATION: HHC 101st ESB, 2 Quincy Pl, Yonkers, NY 10701

Permanent Change of Station (PCS) may be authorized if determined to be in the best interest of the government.

SELECTING OFFICIAL: Selection Board.

CATEGORY OF CONSIDERATION: **CATEGORY - 2**

DEFINITION OF CATEGORIES OF CONSIDERATION:

Category 1 = Applications accepted ONLY from current AGR members of the NYARNG.

Category 2 = Applications accepted from ALL sources (Traditional, AGR & Prior Service).

Minimum Grade Required to Apply for Position:

SPECIALIST /SPC

Known Promotion Potential for this Position:

SERGEANT /SGT

Required Security Clearance: **SECRET**

APPOINTMENT FACTORS:

- Applicants must meet selection criteria referenced in NGR 600-5 and AR 135-18 as applicable.
- Applicants who are hired into an AGR position will incur an 18-month stabilization with the unit they are hired into. Once stabilization requirement has been met, service member may be considered for other AGR career opportunities in the event they are retained during the Initial AGR Tour Continuation Board.
- Applicants in the rank of SGT/E-5 and below must have the potential to become MOS qualified within 12 months of hiring date. Applicants in the rank of SSG/E-6 and above will have to take an administrative reduction in rank to SGT/E-5, if not MOS qualified for the AGR position.
- All applicants must be able to obtain a Secret security clearance within the first 12 months of hiring date.

APPLICATION INSTRUCTIONS:

Deployed (OCONUS) Soldiers are only required to submit a completed NGB form 34-1, DMNA Form 10, and any additional documents they have the ability to access/provide. Application packets must be complete with all required documentation when received; packets received without the required form completed, will be returned. Returned application packets will include a cover memo reflecting a list of missing/incomplete documents. Applicants must include the referenced job announcement number and position applied for; all applicable questions must be answered correctly with signature and date included.

Emailed applications must be complete and received prior to the established closing date. MNHF-AGR **will not** accept paperwork to be added to original packet previously received or accept packets after established closing date. There are **NO EXCEPTIONS** to this policy.

Applicants who submit their packet within the last 48 Hours of announcement closing will not have their application pre-screened for deficiencies. Applications with deficiencies at the time of closure will have their application returned without action.

Email application to ng.ny.nyarng.mbx.army-agr-apps-emo@army.mil

Announcement number and position title in Subject line of email.

Send as ONE PDF File

REQUIRED DOCUMENTS:

- **NGB Form 34-1** (signed)
- **DA Form 705** – Most recent passing ACFT.
- **DA 5500/5501 or DTMS Screenshot** Within 6 months of application submission
- **DD-214** (copy #4) of all previous DD Form 214's (Not required for on board NYARNG AGR personnel; on board AGR personnel will provide a copy of their RPAS/RPAM).
- **NGB Form 22** (as applicable)
- **Selection Board Record Brief**
- **NCOER(s): up to 5.** Applicants with no NCOERs, to include E4 and below, must provide a Letter of Recommendation or Memorandum of Good Standing from their current Unit Commander

Leave accrued in the Reserve Component (ADOS) will not be transferred to you AGR leave balance. All leave must be used or sold prior to onboarding into the AGR program.

Applications will be accepted from individuals who meet the pre-requisites IAW NGR 600-5 and AR 135-18, and as outlined in this announcement. Soldiers who have previously been removed or resigned, in-lieu-of adverse actions, from any Technician, Active Duty or AGR position are not eligible. Individual must be able to complete a three-year initial tour of FTNGD-OS prior to completing 18 years of Active Federal Service (AFS) and mandatory removal from an active status based on age or service (without any extensions) under any provisions of law or regulation as prescribed by current directives.

**** Filling this position is dependent on available funding & manpower limitations ****