



**NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382**

ARNG-HCM

14 November 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Title 10 Active Guard Reserve (AGR) Tour Announcement for the Office of the Chief Counsel

1. References:

- a. AR 135-18, The Active Guard Reserve (AGR) Program, 1 November 2004.
- b. Title 10 USC, Section 12301 (d).

2. The Army National Guard is seeking applications from highly qualified commissioned officers to serve as an Administrative Law Attorney for the National Guard Bureau, Office of the Chief Counsel. The officer selected will serve under the authority of Title 10 USC, Section 12301 (d). Applicants must be able to meet the requirements for entry into the AGR program as outlined in AR 135-18.

3. Brief description of duties: The officer will be responsible for providing timely, accurate, and actionable legal advice to the National Guard Bureau's Joint Staff, Army and Air Guard Directorates, and the National Guard of the 54 states and territories on various administrative and civil law matters.

a. Officer will draft legal reviews of proposed policies and regulations to ensure compliance with federal, state and local laws and regulations.

b. Conduct reviews for legal sufficiency of National Guard enlistment and ROTC contracts, incentive bonuses, withdrawal of federal recognition boards, retirement and separation actions, LOD investigations, FLIPL investigations, federal fundraising activities, political activities by National Guardsmen, NGB Inspector General investigations, and FOIA/PA requests.

c. Serve as legal advisor to investigating officers IAW AR 15-6.

d. Perform legal research and analysis enabling timely and accurate advice to the NGB leadership on complex administrative legal and policy issues often crossing various areas of applications and authorities.

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e. Coordinate with offices of the Service's Judge Advocate Generals in the formulation of policy and interpretation of existing policy affecting National Guard member benefits, entitlements, and service.

f. Perform other duties as assigned by the Chief Counsel.

4. This announcement will close on 15 December 2012. Packets received that are not complete or correct IAW the information below and procedures defined in referenced memorandum (Paragraph 1) will be returned without action. Anticipated report date to Fort Belvoir, VA is 1 March 2013 or sooner.

5. Prerequisites:

a. Grade: O-4/Major or O-3/ Captain with a minimum 4 years TIG and completion of Captain's Career Course.

b. Branch: Judge Advocate (27A).

c. Military Experience: JAOBC, ILE and Grad Course or JAOAC preferred.

d. Civilian Education: Juris Doctorate required, Member in Good Standing in State Bar.

e. Legal Experience: Prior military legal experience required. Thorough knowledge of administrative law desired, and preferable to also have a working knowledge of other legal disciplines (e.g., Ethics, Military Justice, Fiscal, etc.)

f. Security Clearance: SECRET security clearance .

6. Officers may apply by submitting the following documents:

a. Copies of four most recent Officer Evaluation Reports (OER).

b. Proof of four most recent , Army Physical Fitness Tests (APFT) on a DA Form 705, copies of DA Form 3349 permanent or temporary profiles listed on the DA Form 705 and copies of DA Form 5500 or DA Form 5501, Body Fat Content Worksheet, if required.

c. Recent DA Photo.

d. A validated copy of ORB.

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7. Conditions of application:

a. Selecting official is Chief Counsel, NGB-JA.

b. Final approval is Director, Army National Guard.

c. Applicants will not make plans to enter active duty until an ARNG-HCM assignments officer formally notifies the Officer that he/she is accepted for the position and he/she receives the assignment order.

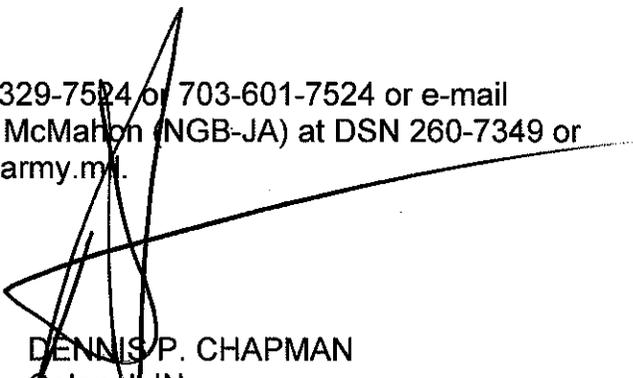
d. All applicants will be screened for accuracy by appropriate State/Territory JFHQ and forwarded directly to Office of the Chief Counsel, 1636 Defense Pentagon, Room 1D164, Washington, DC 20301-1636.

8. 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 US Government funded overnight or express mail is not authorized.

9. Application packets received that do not meet the minimum requirements or are not complete or correct IAW application requirements will be returned without action. Application checklist attached as enclosure.

10. Point of contact LTC Ardis Porter at DSN 329-7524 or 703-601-7524 or e-mail ardis.c.porter@ngb.army.mil and LTC Erin K. McMahon (NGB-JA) at DSN 260-7349 or 571-256-7349 or email at erin.mcmahon@us.army.mil.

Encl



DENNIS P. CHAPMAN
Colonel, IN
Chief, Human Capital Management

DISTRIBUTION:
ARNG Chief of Staff
MILPO - ALL STATES
Guard Knowledge Online

**TITLE 10 AGR
OFFICER APPLICATION CHECKLIST**

RANK _____ LAST NAME _____ FIRST NAME _____ MI _____
SSN _____ DOR _____ BR _____ STATE _____ MRD _____
CURRENT STATUS(circle one): M-Day T-32 ADSW T-10 ADSW Mil Tech TTAD AC USAR COTTAD Other _____
DAYTIME PHONE: _____ E-MAIL: _____

PACKET SEQUENCE: Incomplete packets will be returned

Tab Requirement

- A _____ NGB Form 34-1 (GKO)
 (1) _____ AGR Tour Agreement (GKO)
 (2) _____ One Time Occasional Tour Agreement (if applicable)
 (3) _____ Tour Assignment Preference Statement (GKO)
- B _____ BRB
- C _____ ORB or DA Form 2-1 - Certified Copy and signed by applicant
- D _____ DA Photo (**within last 12 months**)
- E _____ DA FORMs 67-9: Last three years consecutive OERs (**Profiled**) and/or AERs
 (**Must include all profiled Command OERs if not already included**)
- F _____ DA FORM 705: Last two consecutive APFT scores, most recent within 12 months.
 (1) _____ DA Form 5500/1-R, Body Fat Content Worksheet (if applicable)
 (2) _____ DA Form 3349, Physical Profile (if applicable)
- G _____ TAG Release
- H _____ Individual Medical Readiness (IMR) Record
 (Physical Exam and/or AMC/PHA within 1 year & HIV within 2 years)
- I _____ NGB Form 23b
- J _____ DD Form 1172 (signed by certified official)
- K _____ Security Clearance Verification (JPAS Statement or Memorandum verified by Security Manager)
- L _____ Proof of highest military education completed
- M _____ Civilian education; all transcripts (photocopies accepted)

Date Rec'd _____ Date Inventoried: _____ Date given to AO: _____

(All documents (A-M) are required, Incomplete packets will be returned)

30 April 12