State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

FULL-TIME NATIONAL GUARD DUTY-OPERATIONAL SUPPORT (FTNGD-OS) VACANCY ANNOUNCEMENT

POSITION WILL BE HIRED BASED ON AVAILABILITY OF RESOURCES

ANNOUNCEMENT NUMBER: 16 FTNGD-OS-003 **OPENING DATE:** 07 Mar 16 **CLOSING DATE (If no date, open until filled):**06 Apr 16

POSITION TITLE, PARA / LINE, MAXIMUM AUTHORIZED MILITARY GRADE, AND MOS:
Command Post OIC, PARA 000 / LINE 00, O4, 01A

GRADE/RANK FACTORS: **OFFICER(X)** **WARRANT OFFICER( )** **ENLISTED( )**

LOCATION OF POSITION:
JOINT TRNG CTR JITEC - WV, 5 ARMORY Drive, St Albans, WV 25177

JOB DESCRIPTION:
DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

JIET FUNCTION FOR EXERCISE EVALUATION:
Coordinate and plan all aspects of EXPLAN to ensure that exercise objectives are achieved. Coordinates with HRF CP Augmentees and support personnel to ensure that mission needs are met and the full complement of OC/T's are available and properly certified to manage the training and evaluation of the supported event. Serves as a HRF CP OC/T / Evaluator. Subject matter expert in the area of Homeland Response Force Command Post operation, overall responsible to instruct, observe, record, and evaluate HRF CP personnel in the performance of their duties, measured against program guidance and published evaluation standards. As a trainer, the OC/T must teach, coach, and mentor supported unit personnel. As an observer-controller, the individual ensures the exercise is proceeding according to the published exercise plan (EXPLAN), managing training support systems, and adjusting live or simulated conditions as necessary to achieve exercise objectives. When serving in the evaluator role, the OC/T must record and evaluate unit personnel against published standards, making certain observations and findings are doctrinal and standards based, while making detailed recommendations based upon their expertise and doctrine. Additional duties include providing after-action reviews, detailed written assessments, and participation in the HSEEP/JELC process supporting exercise planning teams. Unique skills and duties for HRF CP OC/T include detailed understanding of command post functions while conducting DSCA operations in support of civil authority, understanding of civil military integration, and brigade level staff tactics, techniques, and procedures.

GARRISON FUNCTION:
Serves within the Exercise Collective Training Branch as the Deputy Branch Chief. Answers directly to the Collective Branch Chief. Provides guidance to the Branch leaders aiding in the synchronization between the Individual Training Branch, the Exercise Design and Simulation Branch, the Exercise Management Branch for current and future key tasks and missions. Ensures adherence to CBRNE BN processes, procedures and products are maintained. Oversees the Branch OER Counseling and Instructor Quarterly Observation Program and is responsible for coaching and mentoring assigned officers and support officers as SME's in their specific focus areas. Provides guidance on career management to include refresher training, civilian education, military training and key leadership developmental positions. Ensures safety oversight is maintained during preparation, planning, execution and assessment phases of the Branch mission sets. Works with the Branch NCOIC to ensure quality control of products produced by the Branch (Branch SOP's, POI's, Branch specific Command and Staff slides, Mission Roster fills, Mission and Garrison PERSTAT, Story Boards, Battle Rhythm, Exit Briefs and AAR's). Attends the weekly Command and Staff Meeting's in support of the Branch Chief and Battalion Commander. Monitors leave through FTSMCS to ensure proper execution of all leave accrued in a TY, ensures Medical Readiness is green within the Branch.

WHO MAY APPLY:
Must be a current member of the National Guard within the grades of O3 and O4

AREA OF CONSIDERATION: This position is open to the grade(s) of O3 to O4.

In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement. Individual selected will be placed on an FTNGD-OS within the West Virginia Army National Guard.

MINIMUM APPOINTMENT REQUIREMENTS:

1. If not currently a member of the WVARNG, selected applicant may be required to do an Interstate Transfer (IST) unless otherwise negotiated.
2. Applicant must not be within 6 months of mandatory removal date (MRD) or expiration of term of service (ETS) on the report date of the tour, unless waived by The Adjutant General (TAG) of the WVARNG.
3. Physical/Medical - Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3. Must meet the Army body fat standards IAW AR 600–9.
4. The applicant must not be able to qualify for sanctuary as result of the operational support order unless a waiver is applied for through ARNG-HRH and approved by the DARNG prior to the issuance of the order.
5. The applicant must not be placed on orders that will qualify him/her for separation pay as a result of the duty unless a waiver is applied for through ARNG-HRH and approved by the DARNG prior to issuance of the order.
6. Must have a current Army Physical Fitness Test taken within 6 months of the start date.
7. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
8. Applicants who are selected for FTNGD-OS positions will sign a statement of understanding that if they do not live within the established local communited distance (up to 50 miles) of the duty location, they will not receive per diem or travel pay to commute to duty.
9. Applicants selected for FTNGD-OS positions will attend Annual Training and IDT with their units of assignment IAW Commander-Soldier Memorandum of Understanding (MOU).

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INSTRUCTIONS FOR APPLYING: All applications will be submitted through FTSMCS. You can log onto FTSMCS at https://ftsmcs.ngb.army.mil/ and click on the following to access the FTSMCS Jobs Application: Applications Toolbar ⇒ ARNG-HRM ⇒ Jobs ⇒ Apply for a Position. The Jobs Application may also be accessed at https://ftsmcs.ngb.army.mil/protected/Jobs/Applications.

If you do not currently have an AKO account, you will need to contact the Staffer POC listed at the bottom of this page to sponsor an AKO account for you. This should only apply to Air Guard or other personnel outside of an Army component.

All required documents listed below will submitted. If any of the required documents are not reasonably available, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the Soldier as eligible. Failure to provide an explanation may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.

Early submission is highly encouraged to allow time for the AGR Section Staffers to review packets prior to the closing date, in case there are missing or incorrect documents. Staffers will contact the applicant to correct issues, but corrections to packets after the closing date will not be allowed.

Applications will be retained in the FTSMCS Jobs Application for an indefinite period, for those who desire to obtain copies in the future.

REQUIRED DOCUMENTS:

1. A single page letter/memorandum expressing your interest in and qualifications for the position – include announcement number and your contact information, to include email and phone number. Identify three references with email addresses and phone numbers.
2. Resume
3. DA Form 1058-R, Application for Active Duty for Training, Dated July 2010 - must include signatures in blocks 21a & 21b and completion of blocks 22-24, 35e-f, and 36a-d.
4. Last three OERs - must be signed by all personnel and profiled. An explanation memorandum must be submitted for those who cannot provide 3 evaluationsx
5. DA Form 705 - last 3 Record APFTs. Most current must be within 6 months for AGRs and 12 months for MDAY. Medical Profiles must be attached, if applicable.
6. Current certified statement of height and weight from unit commander or designated representative within 6 months of closing date. Must include DA Form 5500-R/5501-R, if applicable.
7. Security Clearance Verification / Derogatory Information Memorandum – memo should show current Security Clearance Eligibility/Level of Clearance as well as a statement regarding any past revocation, denial, or suspension of Security Clearance. Sample Security Clearance Memo can be found at HRO Website, Job Announcements, AGR Vacancies (http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/AGR.html).
8. Army - Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506
9. Officer Record Brief (ORB) – must be recent within 6 months and certified.
10. Current DA Photo
11. AFCOS Orders Query - Mandatory History Print Out - If an applicant has more than 6 years of active service without a 31 day break, a waiver is required. Instructions to obtain Print Out are on the HRO Web Site.
12. Current Individual Medical Readiness Record (MEDPROS); PHA and PULHES must be dated within 60 days of start date; HIV test date must be dated within 2 years of start date. Soldiers with permanent 3 or 4 in the PULHES, who meet medical retention standards, as outlined in AR 40-501, must have completed an MOS Administrative Retention Review (MAR2) IAW AR 600-60 in order to apply for FTNGD. The MAR2 must have awarded a recommendation that states the applicant will be retained in his/her current primary MOS.
13. Negative pregnancy test, reviewed by a doctor, 15 days prior to approved start date.

SELECTING SUPERVISOR:
Maj Erika Kelly 304-201-3107

AGR SECTION STAFFER CONTACT INFO:
SFC Michael Conner
(DSN)
(Com) 304-201-3107
(Email) michael.g.conner.mil@mail.mil

EQUAL OPPORTUNITY:
The West Virginia National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, national origin, reprisal, gender (except as the direct combat probability coding policy applies to women), politics, and membership/non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards and will also be accessible through the HRO Website at http://www.wv.ngb.army.mil/jobs/