*NATIONWIDE*

STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

# ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

http://www.wv.ngb.army.mil/jobs/

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| **Announcement Number: 13-27** | **Opening Date:** 11 February 2013<br>**Closed Date:** 11 March 2013 |

**DUTY LOCATION:** Recruiting and Retention Command, Huntington, WV

**UNIT OF ASSIGNMENT:** Recruiting and Retention Command

**FULL TIME SUPPORT POSITION:** Recruiting and Retention NCO

**MILITARY DUTY TITLE:** Recruiting and Retention NCO

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|---|---|
| **MAX GRADE AUTHORIZED:** E-5 | **MOS:** 79T or SQI 4<br>**AFSC:** 3S100, 3S131, 3S191, 8A100, 8R000, 8R200, 8R300 |

**AREA OF CONSIDERATION:** Open to all members eligible to become a member of the West Virginia Army National Guard

****THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES****

**Duties include but are not limited to:** Recruiting and retaining qualified soldiers for the Army national Guard in accordance with applicable regulations. Supervise recruiting and retention activities at the unit level, and provide instruction and mentorship for the Recruit Sustainment Program. Conduct presentations at high schools, civic events, social organizations and colleges in order to obtain qualified applicants. Assist the Officer Strength Manager with officer accessions by providing qualified referrals.

**Special Areas of Consideration:** Must have a minimum ASVAB Score of GT 110 or (100 GT + 100 ST) prior to 02 January 2002, or must have a minimum ASVAB score of GT 110 or (100 GT + 96 ST) after 02 January 2002. Must be a High School Graduate.

**Any E-4 applying for this position must have completed WLC, provide documentation.**

**This is an ARMY position. Any Air members selected for the position will be required to transfer to the Army National Guard.**

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HOW TO APPLY: Application may be scanned and emailed to jfhqwv.j1hro.agr@us.army.mil OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered.** DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. **Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6679 or DSN: 623-6679.**

**Air Requirements:**

(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) NGB Form 34-1 dated 5 November 2010 located on our HRO website at http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1(2).pdf under FORMS **(Application Must Be Signed and dated.)** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.
**Find the form at:** http://www.wv.ngb.army.mil/jobs/
(3) Copy 4 **(Member Copy)** of all previously issued DD 214s.
(4) Point Credit Summary from VMPF. http://w11.afpc.randolph.af.mil/vs/
(5) Weight verification within the last 30 days by Medical Squadron personnel.
(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.
(7) Report of Individual Fitness certified by Unit Fitness Monitor (within 1 year).
(8) Must submit last three Enlisted Performance Reports (AGR Members Only).
(9) MPA Tour Orders (if applicable).

**REMARKS:** Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

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**Army Requirements:**

(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) NGB Form 34-1 dated 16 February 2010 **(Application Must Be Signed and dated or your application will not be certified.)** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Find the form at** http://www.wv.ngb.army.mil/jobs/

(3) Last 5 NCOERs / OERs **(A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER / E4 and newly promoted E5.)**

(4) DA 2-1 or Enlisted Record Brief (ERB) / Officer Record Brief (ORB) as applicable.

(5) Print out of Soldier's Individual Medical Readiness Record (IMR).

(6) Copy 2 or 4 **(Member Copy)** of all previously issued DD 214s or NGB 22s.

(7) Statement of Active Service, any of the most recent following forms:

a. NGB Form 23
b. NGB Form 23B (RPAS Statement)
c. DA Form 1506 (Statement of Service)

(8) DA Form 705 **(Must have successfully completed an APFT within the last 12 months.)**

(9) Current certified statement of height and weight from unit commander or designated representative within 30 days of closing date. **(Must include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.)**

**HOW TO APPLY:** Application may be scanned and emailed to **jfhqwv.j1hro.agr@us.army.mil** OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered.** DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. **Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6679 or DSN: 623-6679.**

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Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.

FOR THE ADJUTANT GENERAL:

PAIGE P. HUNTER
Col, WVANG
Human Resource Officer