



**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/>

Announcement Number: 13-28	Opening Date: 24 January 2013 Closed Date: 25 February 2013
<p>DUTY LOCATION: 119th EN Sapper CO, Moundsville, WV</p> <p>UNIT OF ASSIGNMENT: 119th EN Sapper CO, Moundsville, WV</p> <p>FULL TIME SUPPORT POSITION: Supply Sergeant</p> <p>MILITARY DUTY TITLE : Supply Sergeant</p>	
MAX GRADE AUTHORIZED: E-6	MOS: 92Y30 AFSC: 2S000
<p>AREA OF CONSIDERATION: Open to all members of the West Virginia National Guard</p> <p style="text-align: center;">**THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES** **This is an Army resource**</p>	
<p>Duties include but are not limited to: The unit supply specialist supervises or performs duties involving request, receipt, storage, issue, accountability and preservation of individual, organizational, installation and expendable supplies and equipment. As well as, responsible for the property book operations of the organization in the areas of inventory management, equipment coordination, and supply management for non-expendable items. Periodically performs assets visibility rebuild to validate data in the asset visibility files. Is accountable for various categories of property. Reviews, analyzes, and submits recommendations relative to current and future MTOE and/or force structure changes to determine the impact on organizational equipment authorizations. Advises senior leadership on authorized equipment replacements and the effects to mission accomplishment. Plans, develops, and maintains actions/procedures for the immediate and subordinate organizations in preparation for the transfer of all, or part of accountable property for deployment. Maintains property book accountability utilizing an automated system and related computer programs to account for property. Establishes hand receipt files for each unit, whether separate or organic to the organization, and maintains accountability by the use of hand receipt listings.</p>	

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Assures that all authorized non-expendable property is on hand or has been requisitioned to assist in maintaining the highest level of readiness for the organization. Accounts for funds used to requisition non-expendable property. Coordinates the assignment and transfer of equipment assts to enhance mobilization readiness. Determines shortages of authorized non-expendable equipment and directs authorized substitutes in accordance with appropriate regulations and directives. Incumbent is responsible for the formal accounting of ammunition for the purpose of force protection or ceremonial activities. Schedules, directs, and conducts periodic inspections, inventories and change of hand receipt records to ensure equipment is serviceable, properly stored, maintained and accounted for as required by competent authority. Reviews reports of survey and other inventory adjustment documents. Provides written guidance and directives of the requirements involved during the changed of primary hand receipt holder. Coordinates with the state level headquarters and subordinate units of the organization on the lateral transfer and/or turn in of excess property. This includes analyzing the proposed transfer/turn in actions and its impact on readiness. Coordinates annual supply reconciliations with the state level headquarters. Also coordinates the processing of backorder reconciliations and equipment status profiles. Establishes quality procedures and oversees the edit of all documents. Ensures documents are accurate and properly input into the automated system. Establishes administrative procedures and oversees the flow of documents and reports through the Property Book Office to assure complete, accurate, and timely submission of data. Review and analyze listings and reports produced by the automated system, resolves problems on error listings, and provides guidance to personnel assigned to the Property Book Section and subordinate organizations. Performs continuing analysis of the property accounting and equipment status reporting system to assure data provided is complete, accurate and timely. Provides technical guidance and assistance to all organizational logistic personnel pertaining to the formal accountability of all non-expendable property assigned to the organization. Functions as the primary advisor in the operation of the automated property accountability system. May supervise personnel assigned to the Property Book Section.

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FULL TIME SUPPORT POSITION: Supply Sergeant

MILITARY DUTY TITLE: Supply Sergeant

MAX GRADE AUTHORIZED: E-6

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HOW TO APPLY: Application may be scanned and emailed to jfhqvw.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](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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<p>Army Requirements:</p> <p>(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.</p> <p>(2) NGB Form 34-1 dated 16 February 2010 (<u>Application Must Be Signed and dated or your application will not be certified.</u>) 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/</p> <p>(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.)</p> <p>(4) DA 2-1 or Enlisted Record Brief (ERB) / Officer Record Brief (ORB) as applicable.</p> <p>(5) Print out of Soldier's Individual Medical Readiness Record (IMR).</p> <p>(6) Copy 2 or 4 (Member Copy) of all previously issued DD 214s or NGB 22s.</p> <p>(7) Statement of Active Service, any of the most recent following forms:</p> <ul style="list-style-type: none"> a. NGB Form 23 b. NGB Form 23B (RPAS Statement) c. DA Form 1506 (Statement of Service) <p>(8) DA Form 705 (Must have successfully completed an APFT within the last 12 months.)</p> <p>(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.)</p> <p>HOW TO APPLY: Application may be scanned and emailed to jfhqvw.j1hro.agr@us.army.mil OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. <u>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.</u> DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. <u>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.</u></p>
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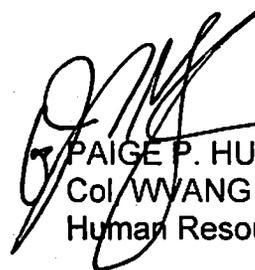
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Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

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

FOR THE ADJUTANT GENERAL:

 COL, B1
PAIGE P. HUNTER
Col WYANG
Human Resource Officer