



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: 13-39	Opening Date: 4 February 2013 Closed Date: 1 March 2013
DUTY LOCATION: JFHQ, G1 (SIDPERS), Charleston, WV 25311	
UNIT OF ASSIGNMENT: JFHQ, G1 (SIDPERS), Charleston, WV 25311	
FULL TIME SUPPORT POSITION: Human Resources Sergeant	
MILITARY DUTY TITLE : Human Resources Sergeant	
MAX GRADE AUTHORIZED: E-6	MOS: 42A30 AFSC: 3S051
AREA OF CONSIDERATION: Open to all members of the West Virginia National Guard	
THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES	
This is an ARMY position. Any Air members selected for the position will be required to transfer to the Army National Guard.	
<p>Duties include but are not limited to: The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for</p>	

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promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Processes requests and prepares identification tags and cards. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems

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.

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(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 VMPPF. <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 MGB-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.

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

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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.**)

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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