

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

ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

POSITION WILL BE HIRED BASED ON AVAILABILITY OF RESOURCES

ANNOUNCEMENT NUMBER: 16-037

OPENING DATE: 26 Jan 16

CLOSING DATE: 23 Feb 16

POSITION TITLE, PARA / LINE, MAXIMUM AUTHORIZED MILITARY GRADE, AND MOS:

Officer Strength Manager (OSM), Recruiting and Retention Battalion-WVARNG, PARA 007A / LINE 02, O3, 01A

GRADE/RANK FACTORS:

OFFICER(X)

WARRANT OFFICER()

ENLISTED()

LOCATION OF POSITION:

1705 COONSKIN DRIVE
CHARLESTON WV 25311

JOB DESCRIPTION:

Performs duties as Officer Strength Manager serving as the primary officer recruiter and retainer for the state of West Virginia. Responsible for achieving the annual Officer/Warrant Officer mission assigned by NGB and the state. Coordinate with the RRB Commander, G1/MILPO, Officer Personnel Manager, and other senior leaders and commanders as directed to develop officer procurement priorities. Develops recruiting programs to increase the number of ROTC, OCS, IRR, IST, and Warrant Officer Candidates joining the West Virginia Army National Guard. Ensures applications for appointment are complete and within the guidance provided by the Department of the Army and the National Guard Bureau. Works with Commanders to ensure effective sponsorship and retention programs are in place. Develops the annual Officer Strength Maintenance Plan. Will supervise one AGR NCO and various ADOS personnel (as budget allows) to meet Officer/Warrant Officer accession goals.

WHO MAY APPLY:

Must be within the grades of O1 and O3

AREA OF CONSIDERATION: This position is open to the grade(s) of O1 to O3 and to those currently eligible for promotion the authorized maximum grade for the position.

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 AGR Tour within the West Virginia Army National Guard.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be or become a member of the West Virginia Army National Guard prior to entering the AGR Program.
 2. 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.
 3. Military Education - If WO1-CW2, must have completed a warrant officer basic course or received MOS proponent equivalent credit (non-waiverable). If CW3, must have completed a warrant officer advanced course or received MOS proponent equivalent credit (non-waiverable). If Lieutenant or Captain with less than 5 years time in grade must have completed an officer basic course (non-waiverable). If a Captain, with at least 5 years time in grade, must have completed an officer advanced course (this criteria can be waived, per AR 135-18).
 4. Years of service - Must be able to complete a 3-year initial tour of AD / FTNGD prior to completing 18 years of Active Service AND/OR prior to reaching date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
 5. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
 6. Security Clearance - Must possess a valid SECRET security clearance required for the grade and MOS of the advertised position.
 7. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
 8. Must not have been separated from the AGR Program or other military service For Cause, Unsuitability, or Unfitness.
 9. Individuals not selected for continuation in the AGR Program are ineligible for selection.
 10. Individuals must not have resigned from the AGR Program or other military service in lieu of Adverse Action.
 11. R&R - Applicant must not be pending MEB / PEB / MAR2.
 12. R&R - Applicant must not have any existing Line of Duty or Misconduct Report of Investigations for offenses not otherwise listed on the DA Form 7424.
 13. R&R - Accessions into the AGR Program with assignment to Positions of Significant Trust (POST) requires screening of personnel selected for suitability and security before assignment to POST. Those selected for hire will have multiple layers of background checks conducted and will be placed on conditional AGR Orders with the caveat that if their POST results are returned unfavorable, they will be immediately terminated from the AGR Program.
 14. Must not have failed selection for promotion on latest consideration by a mandatory board.
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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 be 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. NGB Form 34-1 dated 11 November 2013 – 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. Application Must Be Signed and dated or your application will not be certified. The AGR Job Application, NGB 34-1, dated 2013, can be found at HRO Website, Job Announcements, AGR Vacancies (<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/AGR.html>)
3. Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506
4. DD 214 and/or NGB 22 – include Copy 2 or 4 (Member Copy) of all previously issued DD 214 and/or NGB 22.
5. Officer Record Brief (ORB) – must be recent within 6 months and certified.
6. Current DA Photo
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. Current Individual Medical Readiness Record (MEDPROS)
9. R&R - All OERs – will be used to verify whether the applicant has ever had a "Relief for Cause" Evaluation or a "No" on any Army Values blocks over their careers. A memorandum must be submitted for those who not providing any OERs, explaining why they cannot be provided).
10. R&R - Army - All Record DA 705s for the past three years – will be used to verify whether the applicant has been an APFT failure during that timeframe. (Must have successfully completed an APFT within the last 12 months.)
11. R&R - Army - All DA 5500s/5501s (Body Fat Content Worksheet) for the past three years – will be used to verify whether the applicant has been non-compliant with body fat standards during that timeframe. Must also include DA 5500/5501 showing compliance within 30 days of closing date.
12. R&R - Army - Suspension of Favorable Action (FLAG) Report - from SIDPERs, showing applicant is not currently flagged.
13. R&R - DD Form 369 for the past seven years – must provide a form for EVERY LOCATION the applicant has WORKED, LIVED, or ATTENDED SCHOOL. Applicants must fill out Blocks 1-9 and sign in block 11.
14. R&R - DA Form 7424 - although the form specifies "in the last 12 months" in Block 1, applicants will answer the question replacing "in the last 12 months" with "in the last 7 years".

SELECTING SUPERVISOR:

MAJ Dena M. Lentz, Commander, 304-561-6390

AGR SECTION STAFFER CONTACT INFO:

TSgt Jeremy Maynor
(DSN) 623-6425
(Com) 304-561-6425
(Email) jeremy.l.maynor.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/>