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: 16-039 **OPENING DATE:** 28 Jan 16 **CLOSING DATE:** 26 Feb 16

POSITION TITLE, PARA / LINE, MAXIMUM AUTHORIZED MILITARY GRADE, AND MOS:
Recruiting and Retention NCO,Parkersburg, WV, PARA 008B / LINE 03, E7, 79T

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

LOCATION OF POSITION:
WVARNG Recruiting and Retention Command
1500 Blizzard Drive
Parkersburg WV 26101

JOB DESCRIPTION:
MOS: 79T or SQI 4
AFSC: 3S100, 3S131, 3S191, 8A100, 8R000, 8R200, 8R300

Recruit and retain 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 (RSP). 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. Provide direct recruiting and retention support to Co C, 2 BN 104th Aviation Regiment.

WHO MAY APPLY:
Open to current members and personnel eligible to become a member of the West Virginia Army National Guard.

AREA OF CONSIDERATION: This position is open to the grade(s) of E5 to E7 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. 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.
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. Reenlistment or Extension - Enlisted Soldiers must be eligible for reenlistment or extension per NGR 600-200; must have or be able to reenlist/extend to complete an initial three year tour.
5. Age - If an enlisted Soldier, must be 18 years of age and not have reached their 55th birthday
6. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
7. Must meet the security clearance requirements of the position.
8. Air National Guard personnel 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.
9. 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.
10. Must not have been separated from the AGR Program or other military service For Cause, Unsuitability, or Unfitness.
11. Individuals not selected for continuation in the AGR Program are ineligible for selection.
12. Individuals must not have resigned from the AGR Program or other military service in lieu of Adverse Action.
13. R&R - Qualifying scores – A minimum score of 110 in aptitude area GT on the Armed Services Vocational Aptitude Battery (ASVAB). Line score waivers will be considered for Soldiers with GT scores less than 110 provided the Soldier has a GT of 100 and an ST of 100 for ASVAB test administered prior to 2 January 2002 or a GT of 100 and ST of 96 on ASVAB tests administered on or after 2 January 2002.
14. R&R - Applicant must be a High School graduate.
15. R&R - E4s must have completed WLC/BLC and provide certificate of completion.
16. R&R - Selected applicant will be required to pass a Record APFT within 30 days of hire; if applicant fails the APFT, they will be immediately terminated from the AGR Program.
17. 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.
18. R&R - Applicant must not be pending MEB / PEB / MAR2.
19. 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.
20. Enlisted Soldiers, E6 or above, must possess the MOS for that position. If the Soldier does not possess the MOS, they must provide a memorandum accepting a rank reduction to E5 upon selection (IAW AR 135-18 Table2-1 and NGR 600-5). This does not apply to Recruiting and Retention positions.

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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. 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. DD 214 and/or NGB 22 – include Copy 2 or 4 (Member Copy) of all previously issued DD 214 and/or NGB 22.
4. 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).
5. Army - Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506 // Air - Point Credit Summary from VMPF: http://w11.afpc.randolph.af.mil/vs/
6. Army - Enlisted Record Brief (ERB) – must be recent within 6 months and certified.
7. Army - Current Individual Medical Readiness Record (MEDPROS) // Air - Last complete physical and current AF Form 422, Physical Profile Serial Report.
8. Army - DA Photo for all E6 and above; 3/4 photo in ACU/OCP for E4-E5 // Air - Photo in ABUs.
9. R&R - Army - All NCOERs since E5 promotion – will be used to verify whether the applicant has ever had a "Relief for Cause" NCOER or a "No" on any Army Values blocks over their careers. (A memorandum must be submitted for E5s and above that are not providing any NCOERs as to why they cannot be provided. E4s and below not submitting any NCOERS must provide a letter of recommendation.) // Air - All EPRs since E5 promotion – will be used to verify whether the applicant has ever had a "Referral" EPR. (A memorandum will be for E5s and above that are not providing any EPRs as to why they cannot be provided. E4s and below not submitting any EPRs must provide a letter of recommendation.)
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.) // Air - All Physical Fitness Reports for the past three years – will be used to verify whether the applicant has failed during that timeframe. SM must have successfully completed the PFT within the past 12 months.
11. 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.
12. 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. // Air - Weight verification within the last 30 days by Medical Squadron personnel.
13. R&R - Army - Suspension of Favorable Action (FLAG) Report - from SIDPERs, showing applicant is not currently flagged. // Air - Letter from Commander stating you are not barred from reenlistment, or coded with any information indicating legal investigation is underway.
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:
CSM Michael White 304-561-6609

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/