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: 16-059 **OPENING DATE:** 25 Aug 16 **CLOSING DATE:** 22 Sep 16

POSITION TITLE, PARA / LINE, MAXIMUM AUTHORIZED MILITARY GRADE, AND MOS:
Medical Readiness NCO, PARA 102 / LINE 03, E6, 68W

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

LOCATION OF POSITION:
863 MP CO, 409 Wood Mountain Rd.
Glen Jean, WV 25846

JOB DESCRIPTION:
Provide direct support regarding reportable, individual medical readiness status for all Soldiers assigned across the Military Police Units within the 77th Brigade Troop Command. Maintain HIPAA certification, obtain read and write access to the MODS applications such as: ePROFILE, Line of Duty (LOD), DENCLASS, Health Readiness Record (HRR), 68W, MEDPROS Web Data Entry, Reserve Component Reports (RCR), Post Deployment Health Re-Assessment (PDHRA) and advises the Commander on a Soldiers' profile and their limitations. Advise the Commander(s) of 68W sustainment, re-certifications and pre-deployment training status. Monitors 68W training plans and ensures certification is properly documented IAW-NREMT requirements. Advise the Commander(s) of medical board processes, to inclue MOS/Medical Administrative Review (MAR2), Medical Evaluation Board (MEB), Duty and Non-Duty related Physical Evaluation Boards (PEB). Track individual Soldiers through medical board process. Review, track and validate Active Duty Medical Extensions (ADME), MRP/MRP2 and pre-authorization care packets. Serves as a Subject Matter Advisor (SMA) and provides designated weekly / monthly reports to applicable Administrative Officer(s), Deputy State Surgeon (DSS), Health Systems Specialist (HSS), 68W Coordinator and State Nurse Case Managers. These monthly reports will consist of the following: Fully Medically Ready, Medical Non-Deployable, Limited Duty Profile, PHA percentage, Current immunizations, Women's Readiness, DNA on file, HIV compliant, Dental Readiness, 68W sustainment percentage, Objective/Obstacles for the month. Maintain visibility and advise Commanders of Wounded Warriors through coordination with the DSS, HSS, Warrior Transition Units (WTU), Community Based Warrior Transition Units (CBWTUs), and the Soldier Patient Locator (SPL) application in MODS. Assists in coordination of SRP events. Coordinate and assist State CLS instructor and G3 with scheduling of courses Coordinate/enter dental vouchers for Soldiers that are classified as category 3. Ensure that DENCLASS is updated following treatment. Serve as adjunct faculty to 68W sustainment training. Small Group Instructor Course is recommended. Performs other duties as assigned.

WHO MAY APPLY:
Must be a current member of the National Guard within the grades of E4 and E6

AREA OF CONSIDERATION: This position is open to the grade(s) of E4 to E6 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. Grade and Specialty - Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty 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, Table 2-1 and NGR 600-5).
2. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
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. 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.
6. 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.
7. Individuals must not have resigned from the AGR Program or other military service in lieu of Adverse Action.
8. Individuals not selected for continuation in the AGR Program are ineligible for selection.
9. Must not have been separated from the AGR Program or other military service For Cause, Unsuitability, or Unfitness.
10. 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.
11. Age - If an enlisted Soldier, must be 18 years of age and not have reached their 55th birthday
12. Security Clearance - Must possess or be eligible to obtain a valid SECRET clearance if required for the grade and MOS of the advertised position.
13. Army applicants not DMOSQ must become DMOSQ within 12 months of selection, continued employment is contingent upon qualification.

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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. DD 214 and/or NGB 22 – include Copy 2 or 4 (Member Copy) of all previously issued DD 214 and/or NGB 22.
3. Army - Enlisted Record Brief (ERB) – must be recent within 6 months and certified.
4. Army - DA Photo for all E6 and above; 3/4 photo in ACU/OCP for E4-E5 // Air - Photo in ABUs.
5. Current certified statement of height and weight from unit commander or designated representative within 30 days of closing date. For Army, must include DA Form 5500-R/5501-R, if applicable.
6. 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)
7. Army - Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506
8. 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).
9. Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty 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, Table 2-1 and NGR 600-5)
10. Army - Last 5 NCOERs (A explanation memorandum must be submitted for those who cannot provide 5 evaluations. A letter of recommendation must be submitted for E4s/below).
11. Army - Current Individual Medical Readiness Record (MEDPROS)
12. Army - DA Form 705 within 6 months for AGRs and 12 months for MDAY // For all - Medical Profiles must be attached, if applicable.

SELECTING SUPERVISOR:
MAJ Thomas Poling

AGR SECTION STAFFER CONTACT INFO:
SSG James Staats
(DSN) 623-6682
(Com) 304-561-6682
(Email) james.w.staats.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/