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: 16-073 **OPENING DATE:** 08 Jun 16 **CLOSING DATE:** 07 Jul 16

POSITION TITLE, PARA / LINE, MAXIMUM AUTHORIZED MILITARY GRADE, AND MOS:
Human Resources NCO, PARA 112 / LINE 04, E5, 42A

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

LOCATION OF POSITION:
HHC 1092ND EN BN, 1500 BLIZZARD DRIVE, PARKERSBURG, WV 26101

JOB DESCRIPTION:
The Human Resources NCO 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 S1s 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 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. Processes requests and prepares identification tags and cards. Supervise specific human resources functions in a personnel office, 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 and perform all other duties as assigned.

WHO MAY APPLY:
Must be a current member of the National Guard within the grades of E4 and E5

AREA OF CONSIDERATION: This position is open to the grade(s) of E4 to E5 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. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
6. Age - If an enlisted Soldier, must be 18 years of age and not have reached their 55th birthday
7. 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).
8. Security Clearance - Must possess a valid SECRET security clearance required for the grade and MOS of the advertised position.
9. 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.
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. Must not have been separated from the AGR Program or other military service For Cause, Unsuitability, or Unfitness.
12. Individuals not selected for continuation in the AGR Program are ineligible for selection.
13. Individuals must not have resigned from the AGR Program or other military service in lieu of Adverse Action.

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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. 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/
5. Army - Enlisted Record Brief (ERB) – must be recent within 6 months and certified.
6. Army - Current Individual Medical Readiness Record (MEDPROS) // Air - Last complete physical and current AF Form 422, Physical Profile Serial Report.
7. Army - DA Photo for all E6 and above; 3/4 photo in ACU/OCP for E4-E5 // Air - Photo in ABUs.
8. Army - Last 5 NCOERs // Air - Last 5 EPRs (A explanation memorandum must be submitted for those who cannot provide 5 evaluations. A letter of recommendation must be submitted for E4s/below).
9. Army - DA Form 705 within 6 months for AGRs and 12 months for MDAY // Air - Physical Fitness Report within 12 months. For all - Medical Profiles must be attached, if applicable.
10. 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.
11. 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).
12. 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)

SELECTING SUPERVISOR:
CPT Roy Ward, 304-561-6117

AGR SECTION STAFFER CONTACT INFO:
SSG Katie Nesselrodt
(DSN) 623-6789
(Com) 304-561-6789
(Email) kathryn.s.nesselrodt.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/