

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: 16-083

OPENING DATE: 22 Jul 16

CLOSING DATE: 18 Aug 16

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

JOC Operations NCO (State Partnership Program), PARA 231B / LINE 08, E7, 00F

GRADE/RANK FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

JOINT FORCES HEADQUARTERS WV, 1703 COONSKIN DRIVE, CHARLESTON, WV 25311

JOB DESCRIPTION:

Assists with planning, coordinating, and executing the State Partnership Program (SPP) between the state and the partner country. Ensures all actions taken are within the framework, support of, and in concert with international agreements such as the North Atlantic Treaty Organization (NATO) Charter on a distinctive partnership. Maintains continual liaison with the partner country through the Military Liaison Team and the Defense Attaché Office stationed in the embassy of the partner nation. Coordinates and executes visits to the partner nation by military members and civilian personnel. Serves as the focal point for joint and combined military exercises between the state and the partner nation, which may include other state's partner nations, both in the U.S. and overseas. Oversees the development of proposed SPP events with partner country. Responsible for assisting in the coordination of the preparation of all country clearance messages, event travel, and support requirements, to include the number of people traveling, dates, air/ground transportation, meals and hotels. Attends NGB, SPP, CINC Scheduling Conference and State/Federal Government meetings as the assistant SPP Coordinator and The Adjutant General's representative. May coordinate humanitarian support activities to provide various supplies and services from other outside organizations to be sent to partner or other countries. Maintains constant communication with the partner country through the State National Guard Liaison Officer, CINC staff, Military Liaison or other such teams or individuals, and the Defense Attaché Office stationed at the embassy of the partner nation. Briefs the SPP Coordinator and the J3 on current status of SPP and provides a current situation report on the country. Conducts studies and projects at the request of NGB to identify concerns. May be subject to inspection/evaluation by SOUTHCOM or NGB. JOC Operations duties include but are not limited to Assists in the management and daily operations of the Joint Operations Center. Establishes and maintains cooperative working relationships with Federal, state and public agencies and military units within the state. Obtains and/or exchanges information pertinent to emergency support plans and activities of mutual interest or major concern. Evaluates, analyzes and disseminates information of interest to the JOC Manager, J3 or his staff. Takes calls from Federal, state and the public on exchange of information and records all pertinent data. Relays information through various communications equipment to appropriate personnel. Notifies other agencies concerning the call as necessary. Records action taken, equipment assigned and other pertinent information in various databases. Monitors radio communications of law enforcement officers, fire department, and emergency operations. Examines, analyzes and interprets data from a variety of resources, i.e., interrelated electronic monitoring instruments, visual displays, area maps, news reports, and electronic mail to detect conditions of the area, either normal or abnormal. Maintains log records of activities occurring during the shift as a source of information for production reports, and operation efficiency status. Establishes, maintains and keeps updated the resources and operational functions/readiness of all JOC equipment once per shift. May participate with the JOC Manager in briefing key staff members on significant emergency situations and providing situational assessments requiring response and recommendations for appropriate action. Establishes priority of actions based on a variety of situations, and uses judgment when appropriate. In a minimum of time and without error, employee must be able to copy, validate, process, and relay the message to appropriate personnel. During joint forces exercises or actual emergencies, serves as a member of the JOC emergency response team to provide support to either the Federal, state or public operations. Will perform various tasks, such as activating the JOC, exchanging information with other emergency response agencies, coordinating data collection and reporting, coordinating with field personnel, preparing briefings or situation reports, etc. Ensures all classified documents are properly prepared, reproduced, distributed and stored. Controls COMSEC information, material, and devices and is responsible for receipt, inventory, storage, issue, protection and destruction. Maintains overall security of the Joint Operations Center and performs entry control and escort procedures during assigned shift. Performs a wide variety of administrative services. Conducts studies to determine requirements for communication devices, office automation hardware and software. Ensures required publications are readily available. Types a variety of narrative and tabular correspondence from rough drafts and corrected copies. These items include forms, reports, statistical material, charts, etc. Uses a variety of automated systems in the office environment to store/retrieve/manipulate data with word processing, database management, spreadsheet and graphics software packages. Performs other duties as assigned.

WHO MAY APPLY:

Must be a current member of the National Guard within the grades of E5 and E7

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. 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. Army applicants not DMOSQ must become DMOSQ within 12 months of selection, continued employment is contingent upon qualification.
 13. If not currently a member of the WVARNG, selected applicant is required to do an Interstate Transfer (IST).
 14. Must have the ability to obtain a military and civilian passport.
 15. Must have a SECRET clearance and be able to possess a TOP SECRET clearance
 16. Must be able to travel frequently.
 17. Must have the Spanish speaking skill level equivalent to Level 1+ of the Army Foreign Language Program. Soldier will be required to take and pass the Language Proficiency test within 12 months of being hired.
-

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. 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 - Current Individual Medical Readiness Record (MEDPROS) // Air - Last complete physical and current AF Form 422, Physical Profile Serial Report.
5. Army - DA Photo for all E6 and above; 3/4 photo in ACU/OCP for E4-E5 // Air - Photo in ABUs.
6. 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).
7. 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.
8. 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.
9. 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>)
10. Army - Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506
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>).

SELECTING SUPERVISOR:

MAJ Walter Hatfield, 304-561-6499

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/>