

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: 17-001

OPENING DATE: 28 Oct 16

CLOSING DATE: 27 Nov 16

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

Communications Section Chief, PARA 004 / LINE 01, E7, 25U

GRADE/RANK FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

35 CIVIL SUPPORT DET (WMD), 5 ARMORY DRIVE, St. Albans , WV 25177

JOB DESCRIPTION:

- a. Prepares WMD-CST digital information systems for deployment.
- b. Sets up the communications and digital network required by the WMD-CST Operations Officer
- c. As required, conducts liaison with Incident Commander engineers or the local electrical company to provide power to the WMD-CST information systems
- d. Ensures there is uninterrupted communications/data exchange for all deployed members of the WMD-CST element.
- e. Operates WMD-CST information management and Reach-back systems within the command post
- f. Serves as a WMD-CST point of contact for digital information and communication equipment
- g. Manages WMD-CST computer hardware/software issues and the dissemination of classified information over a digital network
- h. Ensures needed communication supplies and equipment are available
- i. Integrates new software programs that perform modeling/simulations into the WMD-CST information management network
- j. Acts as communications Frequency Manager for the WMD-CST
- k. When required, establishes and maintains a digital information exchange between the Incident Commander and the WMD-CST command post

Remarks: Individual is required to reside within 50 miles or 1- hour commuting time of duty station (St Albans, WV Armory). Individual is required to complete an OSHA respiratory clearance and pulmonary function test prior to appointment. Certified applicants will undergo a Level A Personal Protective Equipment (PPE) orientation and skills test during the selection process. Individuals must be able to perform missions in enclosed /confined spaces and have no color-vision deficiencies. Member is subject to extensive periods of TDY, no notice deployments, and immediate recall during periods of pass and leave. Selected individual has one year to complete the required MOS school and CST basic level required training based on the NGB CST individual Training Requirement Matrix.

WHO MAY APPLY:

Must be 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. This position is open only to Army Personnel per NGB Guidance. If selected for position service member must complete a 36 month obligation to CST per NGB Guidance. Individual is required to reside within 50 miles or 1- hour commuting time of duty station (St Albans, WV Armory). Individual must have TOP SECRET level security clearance or be able to obtain TOP SECRET clearance upon assignment.
 2. Individual is required to reside within 50 miles or 1- hour commuting time of duty station (St Albans, WV Armory). Individual is required to complete an OSHA respiratory clearance and pulmonary function test prior to appointment. Certified applicants will undergo a Level A Personal Protective Equipment (PPE) orientation and skills test during the selection process. Individuals must be able to perform missions in enclosed /confined spaces and have no color-vision deficiencies. Member is subject to extensive periods of TDY, no notice deployments, and immediate recall during periods of pass and leave. Selected individual has one year to complete the required MOS school and CST basic level required training based on the NGB CST individual Training Requirement Matrix.
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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. Army - Enlisted Record Brief (ERB) / Officer Record Brief (ORB) – as applicable; must be recent within 6 months and certified.
2. 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.
3. 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 VMPPF: <http://w11.afpc.randolph.af.mil/vs/>
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. 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. 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.
10. 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.
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. 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>)
13. Resume
14. DA Form 705 - last 3 Record APFTs. Most current must be within 6 months for AGRs and 12 months for MDAY. Medical Profiles must be attached, if applicable.
15. Current certified statement of height and weight from unit commander or designated representative within 6 months of closing date. Must include DA Form 5500-R/5501-R, if applicable.
16. Army - Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506

SELECTING SUPERVISOR:

MAJ Gina Nichols 304-201-3151

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/>