

STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ngb.army.mil/jobs>

Announcement No: RNCO-TNCO #10-01

OPENING DATE: 15 March 2010

CLOSING DATE: OPEN

FULL TIME SUPPORT POSITION: Unit Readiness NCO
Training NCO

LOCATION OF ASSIGNMENT: Positions Available Statewide

AUTHORIZED MIN/MAX GRADE: E5/E7 Based on the position vacancy in the unit.

Must be qualified in one of the following *MOSs:

13B, 13D, 15D, 15P, 15T, 15V, 18B, 19D, 21B, 21H, 21N, 25U, 31B, 63X, 68W, 88M, 89D, 91X, 92A, 92F

*In order to be considered MOS qualified, member must hold the current NCOES level commensurate with current rank and MOS.

AREA OF CONSIDERATION: This is an open announcement released to all members of the West Virginia Army National Guard. Applications for this position will be reviewed weekly and all applications which certify will be forwarded to the selecting officials for interview. Two selection boards will be held each calendar year.

SPECIAL REMARKS: Soldiers interviewed and selected by the RNCO-TNCO hiring board will be placed on a standing Order of Merit List (OML). Soldiers applying for this position must be able to obtain a SECRET clearance. Soldiers without a SECRET clearance will submit the appropriate request to HRO within 15 days of being notified of the publication of the OML.

JOB DESCRIPTION. Duties include but are not limited to: Provides the parent unit senior FTS member and Commander status concerning training, logistics, personnel and detachment mobilization readiness requirements. Preparation of the detachment's feeder information required in mobilization reports and documents such as, transportation reports, load plans, movement plans, post mobilization training support, and alert rosters. Ensures incoming correspondence, regulations, and publications are reviewed, interpreted, and implemented. Provides training and assistance to detachment commander and detachment personnel on reporting procedures and other matters pertaining to readiness. Manages the military schools program of the detachment. Monitors use of school quotas, training support mandays, and other training resources when they are allocated to the detachment. Ensures school applicants are eligible to attend the schools and all prerequisites are met. Reviews training directives, operations, and SOPs. Prepares training schedules and plans for approval of the detachment commander and parent unit. Ensures the maintenance of training guidance and documents as required by higher headquarters. Prepares and/or reviews automated requests for orders. Ensures coordination of all training programs for the detachment to include the scheduling of training areas, obtaining equipment and other materials. Requests, allocates, and monitors the usage of training ammunition for the detachment. Ensures ammunition requests are submitted and fully justified and in-keeping with authorization and issuance of ammunition.

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TRAINING REQUIREMENTS FOR THIS POSITION: Soldiers selected for the OML may be selected to attend the Readiness NCO or Training NCO Course pending availability of funds and coordination. Soldiers may be required to attend Course# HRR-020, Title: Unit Readiness NCO or Course # HRR-022A, Title Unit Training NCO at the Professional Education Center, Little Rock, AR, within 12 months of AGR start date. Failure to complete the prescribed courses for new full time support personnel within the first year of employment may be cause for termination from full-time employment.

HOW TO APPLY: Scan and email applications to jfhqvw.j1hro.agr@us.army.mil OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. **Any questions please call COM: (304) 561-6423 / (304) 561-6694 or DSN: 623-6423 / 623-6694, or email questions to:** jfhqvw.j1hro.agr@us.army.mil

Army Requirements: Members who do not provide required documents will not be certified for the position, and will receive a memorandum stating non certification.

- (1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and contact information to include email and phone number. Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated Oct 2002 (**Application Must Be Signed and dated or your application will not be certified.**) 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. **Find the form at:** <http://www.wv.ngb.army.mil/jobs/default.html>
- (3) Last 5 NCOERs
- (4) Enlisted Record Brief (ERB)
- (5) Print out of Soldier's Individual Medical Readiness Record (IMR). PHA/Physical must be within 12 months of the hiring board.
- (6) Copy 2 or 4 (**Member Copy**) of all previously issued DD 214s or NGB 22s.
- (7) Statement of Active Service, any of the most recent following forms:
 - a. NGB Form 23
 - b. NGB Form 23B (RPAS Statement)
 - c. DA Form 1506 (Statement of Service)
- (8) DA Form 705 (**Must have successfully completed an APFT within the last 60 days of the date the application was received in HRO. Must be tested and certified by a Warrior Wellness NCO.**)
- (9) Current certified statement of height and weight from unit commander or designated representative **within 30 days of closing date. (Must include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.)**
- (10) Completed Election Addendum (**Not including completed addendum will be cause for non-certification and thus, ineligibility to interview for a potential opening.**)

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Applications will be reviewed and certified IAW AR 135-18 and MEMORANDUM 10-05, TAG Policy for Hiring Readiness Noncommissioned Officers, (RNCOs) and Training Noncommissioned Officers (TNCOs) in the WVARNG. The Policy Memorandum can be found at <http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/AGR.html>

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Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.

FOR THE ADJUTANT GENERAL:


WILLIAM E. CRANE
COL, EN, WVARNG
Human Resource Officer