

****NATIONWIDE****

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

**ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT
www.wvang.ang.af.mil/hro**

Announcement No: RRC 10-01

OPENING DATE: 9 November 2009

CLOSING DATE: OPEN

FULL TIME SUPPORT POSITION: Recruiting and Retention NCO

LOCATION OF ASSIGNMENT: Recruiting and Retention Command, Positions Available Statewide

AUTHORIZED MAXIMUM GRADE: E5 **MOS:** 79T or SQI 4 **AFSC:** 3S100, 3S131, 3S171, 3S191,
8A100, 8R000, 8R200, 8R300

AREA OF CONSIDERATION: Open to all members of the West Virginia National Guard and those who are eligible to join the West Virginia Army National Guard.

SPECIAL REMARKS: At a minimum hiring boards will be held quarterly or when the OML is exhausted. Applicants must have their application on file with HRO not less than five days prior to the hiring board. Packets received after the cutoff will be held for the next hiring board. Certified applicants will be contacted by Recruiting and Retention Command regarding time and location of interviews.

SPECIAL AREA OF CONSIDERATION:

Must have a minimum ASVAB Score of GT 110 or (100 GT + 100 ST), Must be a High School Graduate.
Please see attached policy 09-001-TAG

JOB DESCRIPTION: Recruits and retains qualified soldiers for entry into the Army National Guard in accordance with applicable regulations. Supervises recruiting and retention activities.

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**

*****ONLY SUBMIT REQUIREMENTS FOR YOUR CURRENT BRANCH OF SERVICE*****

Army Requirements:

- (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.wvang.ang.af.mil/hro/Forms.htm>**
- (3) Last 5 NCOERs / OERs (**A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER : E4 and newly promoted E5.**)
- (4) Enlisted Record Brief (ERB) / Officer Record Brief (ORB) as appropriate.
- (5) Print out of Soldier's Individual Medical Readiness Record (IMR).
- (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 12 months.**)
- (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) High School Diploma
- (11) Completed Election Addendum (**Included in attached Policy**)
- (12) Memorandum for Record stating voluntary reduction-if applicable.

Air Requirements:

- (1) A single page memorandum expressing your interest in and qualifications for the position; include announcement number, and contact email and phone information. Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated Oct 2002 (**Application Must Be Signed and dated.**) 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.wvang.ang.af.mil/hro/Forms.htm>**
- (3) Copy 2 or 4 (**Member Copy**) of all previously issued DD 214s, if applicable.
- (4) Point Credit Summary VMPF.
- (5) Weight verification within the last 30 days by Medical Squadron personnel.
- (6) Last complete physical and current AF Form 422, Physical Profile Serial Report.
- (7) Report of Individual Fitness certified by Unit Fitness Monitor (within 1 year).
- (8) Must submit last three Enlisted Performance Reports (AGR members only).
- (9) MPA Tour Orders (if applicable).
- (10) Completed Election Addendum (**Included in attached Policy**)

REMARKS: Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 May 2002. 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.

This is an ARMY position. Any Air member selected for the position will be required to transfer to the Army National Guard.

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. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered.** 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.**

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

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

Allen E. Tackett
Major General, WV ARNG
The Adjutant General

Comm: (304) 561-6316
DSN: 623-6313
FAX: (304) 561-6327

16 September 2009

MEMORANDUM NUMBER 09-03-TAG
(Expires 30 September 2011, unless rescinded sooner)

MEMORANDUM FOR DISTRIBUTION A

SUBJECT: Policy for Hiring Recruiting and Retention Noncommissioned Officers, (RRNCOs)
WVARNG

1. References

- a. NGR 601-1, Army National Guard Strength Maintenance Program
- b. NGR 600-5, The Active Guard/Reserve (AGR) Program
- c. DA Pam 611-21, Military Occupational Classification and Structure

2. Background. As directed by National Guard Bureau, the Recruiting and Retention Command must establish a policy which will allow the battalion to continually be at or above 100% of authorized strength of Recruiting and Retention NCOs (RRNCO).

3. Application. This policy for hiring RRNCOs is a one source document which supersedes all previous WVARNG procedures and memorandums, and will be applicable for RRNCOs hired as part of the Active Guard Reserve (AGR) program and RRNCOs hired under Title 32 (T32) Recruiting and Retention (R&R) Full Time National Guard Duty Operational Support (FTNGD-OS).

4. Procedure. The announcement to advertise Recruiting and Retention NCO positions will be an open, year-round announcement. A hiring board will held at least quarterly across the state of West Virginia. Soldiers who are interested must apply to the Human Resources Office and meet all the requirements for the position in accordance with AR 135-18.

5. Soldiers applying must meet the following qualification standards:

- a. Must be pay grade E-4 (promotable) through E-7.

JFHQ-WV-TAG

SUBJECT: Policy for Hiring Recruiting and Retention Noncommissioned Officers (RRNCOs)
WVARNG

- b. Must possess a minimum score of 110 aptitude GT, which may be waived to 100 with a score of 100 in aptitude ST.
 - c. Be a high school graduate with a diploma; or have one year college with high school GED with no waiver.
 - d. Current APFT within past 12 months with a passing score.
 - e. Must have a current physical, IAW Chapter 3, AR-40-501 and meet the PULHES requirement.
 - f. Must meet height/weight standards IAW AR 600-9.
 - g. Must possess a valid Army MOS or have a DOD classification code that will convert from another branch of service.
 - h. No unfavorable actions pending.
6. The convening and hiring boards will be chaired by one of the Recruiting and Retention Sergeants Major, depending on the area for which the individual is applying and they will be held during the first month of the quarter or as needed. Additional members of the hiring board will consist of the second Recruiting and Retention Sergeant Major and one Area NCOIC, at a minimum.
7. A standing Order of Merit List (OML) will be established by the convening board and maintained by the Human Resources Office. Quarterly, or sooner in the event the list is exhausted, a new OML will be generated and only personnel who are selected for the possible hiring will be included on the OML. Individuals not selected for the OML will receive a letter of notification, and their applications will be returned; they may reapply and be interviewed at the next quarterly interview board.
- a. Soldiers who were on the most recently published OML will be given the opportunity to reappear before the board and compete for reconsideration.
 - b. The hiring board will convene at least quarterly to keep the OML current and functional.
 - c. Soldiers who are selected and placed on the OML may be selected to attend the Recruiting and Retention NCO Course, located at NGB-PEC, Little Rock, AR.

JFHQ-WV-TAG

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d. Soldiers who are placed on the OML must submit a request for a security clearance and take a retention physical (Periodic Health Assessment-PHA) within 30 days of being placed on the OML, if there is not a current security clearance or PHA on file.

e. Soldiers placed on the OML will be selected to backfill projected RRNCO positions throughout the state of West Virginia.

8. Soldiers may be removed from the OML for the following reasons:

a. The Soldier submits written request to the HRO

b. The Soldier fails to provide complete and accurate data on application.

c. The Soldier becomes disqualified to possess SQI-4 or 79T MOS.

d. The Soldier is unable to obtain a security clearance.

e. The Soldier chooses not to be re-interviewed after the completion of the quarter-and submits that request in writing to the HRO.

9. This policy is in effect upon date of signature and will remain until superseded.

Encl
Election Addendum


ALLEN E. TACKETT
Major General, WVARNG
Adjutant General

ELECTION ADDENDUM
RECRUITING AND RETENTION NCO
Application Form

Soldiers applying for a Recruiting and Retention Noncommissioned Officer (RRNCO) position within the Recruiting and Retention Battalion must complete this form as part of the application. The options listed below will be in effect only during the time the soldier is listed on the Order of Merit List (OML). Place your initials by the option(s) that apply and sign below.

I understand that this is for an AGR (Title 32) RRNCO position within the WVARNG. _____

I wish to be considered for a position in my current armory only. _____

I wish to be considered for a position in my current unit only. _____

I wish to be considered for assignment in my current battalion only. _____

I wish to be considered for a position within 50 miles of my residence only. _____

I wish to be considered for a position within 100 miles of my residence only. _____

I wish to be considered for a position anywhere in the state. _____

I agree to re-locate in order to accept an AGR position as an RRNCO. _____

I understand that if I decline a position for the option that I have selected, I will be removed from consideration for the Order of Merit List (OML). _____

Signature: _____ Date: _____

Soldier's Signature and Date

A=Current armory only

B=Current unit only

C=Current battalion only

D=Within 50 miles of HOR

E=Within 100 miles of HOR

F=Anywhere in the state