



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/>

<b>Announcement Number:</b> 15-10	<b>Opening Date:</b> 18 November 2014 <b>Closed Date:</b> 18 December 2014
<b>DUTY LOCATION:</b> 35 <sup>TH</sup> Civil Support Team (CST), St Albans, WV <b>UNIT OF ASSIGNMENT:</b> 35 <sup>TH</sup> Civil Support Team (CST), St Albans, WV <b>FULL TIME SUPPORT POSITION:</b> First Sergeant <b>MILITARY DUTY TITLE:</b> First Sergeant	
<b>MAX GRADE AUTHORIZED:</b> E-8	<b>MOS:</b> 74D5M <b>AFSC:</b> 3E9XX
<b>AREA OF CONSIDERATION:</b> Open to all members of the West Virginia National Guard	
<b>**THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</b>	
<b>Duties include but are not limited to</b> Serves as the Senior Non-Commissioned Officer within the WMD-CST, and senior enlisted advisor to the WMD-CST Commander. Responsible for the continued development of subordinates to include the ongoing WMD-CST NCO Development Program (NCODP). Manages enlisted personnel assigned to the WMD-CST, teaching, coaching and mentoring subordinates. Ensures performance counseling and evaluation reports are performed in accordance with applicable Service Component policy. Implements and maintains WMD-CST personnel management policies. Ensures compliance with local Enlisted Promotions System (EPS) policy. Resolves issues of enlisted personnel with emphasis on those impacting the readiness of the WMD-CST. Implements procedures for monitoring the WMD-CST readiness with emphasis on Personnel readiness. Coordinates with Brigade or State CSM with the intent of ensuring NCO's assigned to the WMD-CST receive follow-on assignments commensurate with their career goals. Responsible for the reception and integration of incoming WMD-CST personnel to include sponsorship, in-processing and orientation to the unit. Participates in AGR hiring boards as directed by the WMD-CST Commander. Maintains standardized pre-deployment checklists for individual equipment. Provides input to the WMD-CST Commander's Unit Training Plan (UTP) with emphasis on individual task lists and individual task training. Responsible for advising the commander to ensure completion of annual Army Warrior Training requirements. Acts as central point of contact for After Action Reviews (AARs) and lessons learned for WMD-CST deployments.	

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Standardizes the WMD-GST pre-deployment checklist and implements a system to track personnel entering/exiting a WMD incident site. When directed, meets with civilian and military groups to brief WMD-CST concepts, capabilities, organization and mission. Fully knowledgeable of both the Incident Command System (ICS) and the National Incident Management System (NIMS). Assumes operational management role as defined by the WMD-CST Commander during training/operations. Responsible for planning for and ensuring WMD-CST personnel sustainment needs are met. Assists in implementation and maintenance of WMD-CST tactical and garrison Standard Operating Procedures.

**Remarks:** Individual must have two (2) years previous experience on a Civil Support Team. Individual is required to reside within 50 miles or 1- hour commuting time of duty station (St Albans, WV Armory). Individual must have SECRET level security clearance or be able to attain SECRET clearance upon assignment. 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.

**Army Requirements:**

(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 (**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/>**

(3) Last 5 NCOERs / OERs (**A memorandum must be submitted for E5s and above that are providing less than 5 NCOERs as to why they cannot be provided. E4s and below not submitting any NCOERS must provide a letter of recommendation.**)

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- (4) DA 2-1 or Enlisted Record Brief (ERB) / Officer Record Brief (ORB) as applicable.
  - (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.**)
- \*\*Army applicants must meet eligibility requirements for entry into the AGR Program in accordance with AR 135-18 Chapter 2.**

**\*\* Please scan to one file before emailing\*\***

**Air Requirements:**

- (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 5 November 2010 located on our HRO website at [http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1\(2\).pdf](http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1(2).pdf) under FORMS (**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.wv.ngb.army.mil/jobs/>

- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s.
- (4) Point Credit Summary from VMPF. <http://w11.afpc.randolph.af.mil/vs/>
- (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).

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(10) ASAB Scores

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**REMARKS:** Individuals 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.

Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

**HOW TO APPLY:** Application may be scanned to one file and emailed to [jfhqvw.j1hro.agr@us.army.mil](mailto: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. **Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6679 or DSN: 623-6679.**

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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:**



PAIGE P. HUNTER  
Col, WWANG  
Human Resource Officer

