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: 16-047 **OPENING DATE:** 17 Feb 16 **CLOSING DATE:** 18 Mar 16

POSITION TITLE, PARA / LINE, MAXIMUM AUTHORIZED MILITARY GRADE, AND MOS:
SUPPLY NCO, PARA 202 / LINE 01, E6, 92Y

GRADE/RANK FACTORS: **OFFICER( )** **WARRANT OFFICER( )** **ENLISTED(X)**

LOCATION OF POSITION:
BTRY B 1/201ST FA, 99 Everlasting Lane Morgantown, WV 26505

JOB DESCRIPTION:
Responsible for the property book operations of the organization in the areas of inventory management, equipment coordination, and supply management for non-expendable items. Periodically performs assets visibility rebuild to validate data in the asset visibility files. Is accountable for various categories of property. Reviews, analyzes, and submits recommendations relative to current and future MTOE and/or force structure changes to determine the impact on organizational equipment authorizations. Advises senior leadership on authorized equipment replacements and the effects to mission accomplishment. Plans, develops, and maintains actions/procedures for the immediate and subordinate organizations in preparation for the transfer of all or part of accountable property for deployment. Maintains property book accountability utilizing an automated system and related computer programs to account for property. Establishes hand receipt files for each unit, whether separate or organic to the organization, and maintains accountability by the use of hand receipt listings. Assures that all authorized non-expendable property is on hand or has been requisitioned to assist in maintaining the highest level of readiness for the organization. Accounts for funds used to requisition non-expendable property. Coordinates the assignment and transfer of equipment assets to enhance mobilization readiness. Determines shortages of authorized non-expendable equipment and directs authorized substitutes in accordance with appropriate regulations and directives. Incumbent is responsible for the formal accounting of ammunition for the purpose of force protection or ceremonial activities. Schedules, directs, and conducts periodic inspections, inventories and change of hand receipt records to ensure equipment is serviceable, properly stored, maintained and accounted for as required by competent authority. Reviews reports of survey and other inventory adjustment documents. Provides written guidance and directives of the requirements involved during the change of primary hand receipt holder. Coordinates with the state level headquarters and subordinate units of the organization on the lateral transfer and/or turn in of excess property. This includes analyzing the proposed transfer/turn in actions and its impact on readiness. Coordinates annual supply reconciliations with the state level headquarters. Also coordinates the processing of backorder reconciliations and equipment status profiles. Establishes quality procedures and oversees the edit of all documents. Ensures documents are accurate and properly input into the automated system. Establishes administrative procedures and oversees the flow of documents and reports through the Property Book Office to assure complete, accurate, and timely submission of data. Review and analyze listings and reports produced by the automated system, resolves problems on error listings, and provides guidance to personnel assigned to the Property Book Section and subordinate organizations. Performs continuing analysis of the property accounting and equipment status reporting system to assure data provided is complete, accurate and timely. Provides technical guidance and assistance to all organizational logistic personnel pertaining to the formal accountability of all non-expendable property assigned to the organization. Functions as the primary advisor in the operation of the automated property accountability system. May supervise personnel assigned to the Property Book Section.

WHO MAY APPLY:
Must be within the grades of E5 and E6

AREA OF CONSIDERATION: This position is open to the grade(s) of E5 to E6 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. Grade and Specialty - Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position. If the Soldier does not possess the MOS, they must provide a memorandum accepting a rank reduction to E5 upon selection (IAW AR 135-18, Table 2-1 and NGR 600-5).
2. Must be or become a member of the West Virginia Army National Guard prior to entering the AGR Program.
3. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
4. 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.
5. 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.
6. 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.
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. Security Clearance - Must possess or be eligible to obtain a valid SECRET clearance if required for the grade and MOS of the advertised position.

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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 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 Clifford Brackman

AGR SECTION STAFFER CONTACT INFO:
SSG James Staats
(DSN) 623-6682
(Com) 304-561-6682
(Email) james.w.staats.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/