

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: 16-055

OPENING DATE: 07 Apr 16

CLOSING DATE: 06 May 16

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

INFO TECH NCO, PARA 001A / LINE 04, E6, 25B

GRADE/RANK FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

FWAATS, 1000 FIXED WING DRIVE Bridgeport, WV 26330

JOB DESCRIPTION:

The Info Tech NCO supervises, installs, operates and performs unit level maintenance on multi functional/multi user information processing systems, peripheral equipment, associated devices in mobile and fixed facilities. Performs analyst and information assurance functions and conducts data system studies and prepares documentation and specifications for proposals. Performs Information Services Support Office (ISSO) duties of printing, publications, records management and Communication Security (COMSEC) custodian functions and certification authority duties in support of the Defense Message System (DMS).

WHO MAY APPLY:

Must be a current member of the National Guard within the grades of E4 and E6

AREA OF CONSIDERATION: This position is open to the grade(s) of E4 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. 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.
 2. 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.
 3. 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.
 4. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
 5. Age - If an enlisted Soldier, must be 18 years of age and not have reached their 55th birthday
 6. 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).
 7. Security Clearance - Must possess a valid SECRET security clearance required for the grade and MOS of the advertised position.
 8. 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.
 9. Must not have been separated from the AGR Program or other military service For Cause, Unsuitability, or Unfitness.
 10. Individuals not selected for continuation in the AGR Program are ineligible for selection.
 11. Individuals must not have resigned from the AGR Program or other military service in lieu of Adverse Action.
 12. Must be willing to travel TDY in order to gain relevant experience.
 13. Army applicants not DMOSQ must become DMOSQ within 12 months of selection, continued employment is contingent upon qualification.
 14. Must meet the Army body fat standards IAW AR 600-9.
 15. Security Clearance - Must possess or be eligible to obtain a valid SECRET clearance if required for the grade and MOS of the advertised position.
 16. Must have Passed a Record APFT within the last 12 months. Must include DA Form 3349 (Physical Profile) if applicable.
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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. 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 – 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>)
3. DD 214 and/or NGB 22 – include Copy 2 or 4 (Member Copy) of all previously issued DD 214 and/or NGB 22.
4. Army - Enlisted Record Brief (ERB) – must be recent within 6 months and certified.
5. 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.
6. 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>).
7. 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)
8. Army - Last 5 NCOERs (A explanation memorandum must be submitted for those who cannot provide 5 evaluations. A letter of recommendation must be submitted for E4s/below).
9. Army - Current Individual Medical Readiness Record (MEDPROS)
10. Army - DA Photo for all E6 and above; 3/4 photo in ACU/OCP for E4-E5
11. Army - DA Form 705 within 6 months for AGRs and 12 months for MDAY // For all - Medical Profiles must be attached, if applicable.
12. 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:

MSG Joshua Flesher

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/>