



**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 Number: 13-32	Opening Date: 28 January 2013 Closed Date: 28 February 2013
DUTY LOCATION: 197 th Regiment, Regional Training Center, Kingwood, WV	
UNIT OF ASSIGNMENT: 197 th Regiment, Regional Training Center, Kingwood, WV	
FULL TIME SUPPORT POSITION: Heavy Equipment Operator Instructor	
MILITARY DUTY TITLE : Heavy Equipment Operator Instructor	
MAX GRADE AUTHORIZED: E-6	MOS: 12N
AREA OF CONSIDERATION: Open to all members of the West Virginia National Guard	
THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES **This is an Army resource**	
Duties include but are not limited to: Must be able to: Frequently stand or sit for prolonged periods of time. Frequently climb on and off equipment. Frequently work in sandy and dusty areas. Must possess red/green color discrimination. Must possess normal depth perception. Must be able to work outdoors in all environmental and weather conditions. SM must possess the following qualifications: A physical profile of 222221. Red / green color discrimination. Qualifying scores on the ASVAB: prior to 2 January 2002 90 GM. After 2 January 2002 90 GM. Must possess a valid state motor vehicle operator license.	

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HOW TO APPLY: Application may be scanned and emailed to jfhqwv.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.**

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).

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.

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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 16 February 2010 (**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 letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER / E4 and newly promoted E5.**)

(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:

- NGB Form 23
- NGB Form 23B (RPAS Statement)
- 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.**)

Additional Requirements: Individual must be a graduate of the 12N MOS Course (or previous heavy construction equipment operator course such as the 21E/J courses). The individual must provide proof, via DA 1059, they have held the MOS for at least 12 months. Must complete the Army Basic Instructor (ABIC) course and Small Group Instruction (SGI) course immediately upon being hired. Must pass a proponent school (Engineer), instructor certification board to demonstrate teaching competency. Individual must meet and maintain Army weight standards and physical fitness standards at all times to remain certified as an instructor. Must be a high school graduate or possess the GED equivalent. Must possess mature judgment and initiative and be able to communicate clear and concise instructions without impediment.

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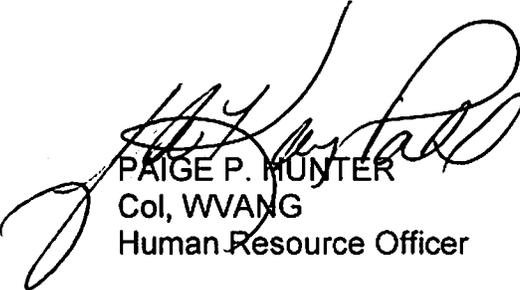
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MAX GRADE AUTHORIZED: E-6

MOS: 12N

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.



PAIGE P. HUNTER
Col, WVANG
Human Resource Officer