



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> 13-42		<b>Opening Date:</b> 15 February 2013	
		<b>Closed Date:</b> 14 March 2013	
<b>DUTY LOCATION:</b> B Troop 1/150 <sup>th</sup> ARS, Red House, WV 25168			
<b>UNIT OF ASSIGNMENT:</b> B Troop 1/150 <sup>th</sup> ARS, Red House, WV 25168			
<b>FULL TIME SUPPORT POSITION:</b> Readiness NCO			
<b>MILITARY DUTY TITLE:</b> Readiness NCO			
<b>MAX GRADE AUTHORIZED:</b> E-7		<b>MOS:</b> 19D <b>AFSC:</b> 1C2XX, 1C3XX, 1C4XX	
<b>AREA OF CONSIDERATION:</b> Open to all members of the West Virginia National Guard. This is an Army resource.			
<b>***19D MOS is not open to females applicants***</b>			
<b>**THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</b>			
<b>Duties include but are not limited to:</b> The cavalry scout leads, serves, or assists as a member of scout crew, squad, section, or platoon in reconnaissance, security, cordon/search, and other combat operations.			
<b>HOW TO APPLY:</b> Application may be scanned and emailed to <u><a href="mailto:jfhqvw.j1hro.agr@us.army.mil">jfhqvw.j1hro.agr@us.army.mil</a></u> OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. <u>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.</u> DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. <u>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.</u> <u>Any questions please call COM: (304) 561-6679 or DSN: 623-6679.</u>			

Announcement Number: 13-42 | Opening Date: 15 February 2013 Closed Date: 14 March 2013

**DUTY LOCATION:** B Troop 1/150<sup>th</sup> ARS, Red House, WV 25168  
**UNIT OF ASSIGNMENT:** B Troop 1/150<sup>th</sup> ARS, Red House, WV 25168

**FULL TIME SUPPORT POSITION:** Readiness NCO

**MILITARY DUTY TITLE:** Readiness NCO

**MAX GRADE AUTHORIZED:** E-7

**MOS:** 19D AFSC: 1C2XX, 1C3XX, 1C4XX

#### 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 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:
  - 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) Memorandum for record stating Soldier will voluntarily take a reduction in rank in order to certify for the Job Announcement (**if applicable**). **Members in the grade of E6 and above, must be MOS Qualified for the position, otherwise, Soldier must volunteer to take a reduction in rank in order to become certified for the position.**

#### 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/>**

Announcement Number: 13-42 | Opening Date: 15 February 2013 Closed Date: 14 March 2013

DUTY LOCATION: B Troop 1/150<sup>th</sup> ARS, Red House, WV 25168  
UNIT OF ASSIGNMENT: B Troop 1/150<sup>th</sup> ARS, Red House, WV 25168

FULL TIME SUPPORT POSITION: Readiness NCO

MILITARY DUTY TITLE: Readiness NCO

MAX GRADE AUTHORIZED: E-7

MOS: 19D AFSC: 1C2XX, 1C3XX, 1C4XX

- (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.

**HOW TO APPLY:** Application may be scanned and emailed to [jfhqvw.i1hro.agr@us.army.mil](mailto:jfhqvw.i1hro.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.**

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, WVANG  
Human Resource Officer