



**DEPARTMENT OF THE ARMY**  
JOINT INTERAGENCY TRAINING AND EDUCATION CENTER  
CBRNE BATTALION  
5 ARMORY DRIVE  
SAINT ALBANS, WV 25177

**FULL TIME NATIONAL GUARD DUTY OPERATIONAL SUPPORT (FTNGD-OS)  
VACANCY ANNOUNCEMENT**  
<http://www.wv.ngb.army.mil/jobs/>

<b>Announcement Number:</b> JITEC-2015-01XD	<b>Opening Date:</b> 31 August 2014 <b>Closed Date:</b> 14 September 2014
<b>DUTY LOCATION:</b> West Virginia Army National Guard Joint Interagency Training and Education Center (JITEC), St. Albans, WV. Extensive Travel Required (1-2 weeks per month, 10 - 12 times per year). <b>UNIT OF ASSIGNMENT:</b> Parent WVARNG Units (FTNGD-OS Reporting Unit is the JITEC) <b>FULL TIME SUPPORT POSITION:</b> Exercise Director / Exercise Planning Team Leader <b>MILITARY DUTY TITLE:</b> NA	
<b>MIN GRADE AUTHORIZED:</b> O-4 <b>MAX GRADE AUTHORIZED:</b> O-5	<b>MOS:</b> Branch immaterial
<b>AREA OF CONSIDERATION:</b> Open to Army National Guard service members in the West Virginia Army National Guard or service members of other States eligible to transfer to the West Virginia Army National Guard.  <b>**THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</b>	
<b>DUTIES INCLUDE BUT ARE NOT LIMITED TO:</b>  <b>Supervise the execution of Defense Support to Civil Authorities (DSCA) training and evaluation exercises in support of the CBRN Response Enterprise (CRE):</b>  The Exercise Director oversees all exercise functions during exercise conduct, oversees and remains in contact with controllers and evaluators, debriefs controllers and evaluators following the exercise, and oversees setup and cleanup of the exercise as well as positioning of controllers and evaluators. Serves as the primary interface between the training and evaluation team, the evaluated unit, and program owners from the National Guard Bureau.  <b>Lead and direct the activities of Exercise Planning Team:</b>  Provide direction to, and oversight of, the exercise planning team. The exercise planning team manages, and is ultimately responsible for, exercise design, development, conduct, and evaluation. The team determines exercise objectives and core capabilities to be assessed; creates a realistic scenario to assess them; and develops supporting documentation, processes, and systems that are used in evaluation, control, and simulation. Planning team members also help with developing and distributing pre-exercise materials, and conducting exercise planning meetings, briefings, and training sessions.  <b>REQUIRED QUALIFICATIONS:</b>  1. Two years of experience assigned and working in a CBRNE Enhanced Response Force Package (CERFP), Homeland Response Force (HRF), or Weapons of Mass Destruction Civil Support Team (WMD-CST).	

2. One year of experience assigned as a staff officer to battalion or higher staff.
3. Inter-state transfer (IST) to the WVARNG required if not in the WVARNG.

**PREFERRED QUALIFICATIONS:**

1. Experience in the Joint Event Lifecycle (JELC) or Homeland Security Exercise and Evaluation Program (HSEEP) exercise planning methodologies.
2. Experience as a military planner using the MDMP or JOPP processes.
3. Army Basic Instructor Course (ABIC) & Small Group Instructor (SGI) courses.
4. DOD, IFSAC, or Pro-Board certified course in HAZMAT Operations.
5. HSEEP course.

MUST MEET APFT and Height/Weight standards in accordance with AR 600-9.

**HOW TO APPLY:**

Application may be scanned and emailed to JITEC CBRNE BN S1 at [ng.wv.wvarng.list.jitec-registration@mail.mil](mailto:ng.wv.wvarng.list.jitec-registration@mail.mil) or mail to CBRNE S1, 5 Armory Drive, Saint Albans, WV 25177. **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 CBRNE S1 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) 201-3111 or DSN 661-3111.**

**PACKET 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) Resume
- (3) Application for Active Duty for Training (DA Form 1058-R [2 pages], dated July 1993, to include signatures in blocks 21a & 21b, 22, 23, 24, 35e & 35f, 36a-36d)
- (4) Last three OERs.
- (5) Last three DA Form 705s (Must have successfully completed an APFT within the last 6 months.)
- (6) DA 5500 or DA 5501(if applicable) dated within 6 months.
- (7) Proof of Security Clearance (minimum Secret)
- (8) Retirement Points Assessment (RPAS) NGB FORM 23B
- (9) Officer Record Brief (ORB)
- (10) Current DA Photo

The hiring unit considers all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

KENNETH W. BARRETT  
LTC, AV, WVARNG  
Commanding

