

State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

**FULL-TIME NATIONAL GUARD DUTY-OPERATIONAL SUPPORT (FTNGD-OS)
VACANCY ANNOUNCEMENT**

POSITION WILL BE HIRED BASED ON AVAILABILITY OF RESOURCES

ANNOUNCEMENT NUMBER: 20-FTNGD-03

OPENING DATE: 21 Feb 20

CLOSING DATE (If no date, open until filled): 31 Aug 20

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

Supply NCO, PARA XXX / LINE XX, E5, 00F

GRADE/RANK FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED()

LOCATION OF POSITION:

RECRUITING AND RETENTION BN, 1740 COONSKIN DRIVE CHARLESTON, WV 25311

JOB DESCRIPTION:

To assist the Supply NCO with duties and responsibilities within the supply room.

WHO MAY APPLY:

Must be a current member of the WV National Guard within the grade(s) of E5, E4.

AREA OF CONSIDERATION: This position is open to the grade(s) of E5,E4.

In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must meet the Army body fat standards IAW AR 600-9.
2. Must meet the medical fitness standards in Chapter 3 of AR 40-501
3. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
4. Must have passed a Record APFT within the last 6 months. Must include DA Form 3349 (Physical Profile) if applicable.
5. Age - If an enlisted Soldier, must be 18 years of age and not have reached their 55th birthday
6. Applicant must not be within 6 months of mandatory removal date (MRD) or expiration of term of service (ETS) on the report date of the tour, unless waived by The Adjutant General (TAG) of the WVARNG
7. 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.
8. Must possess a Secret Security Clearance
9. 92Y MOS is preferred
10. Must meet all ADOS requirements prior to starting

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. Read all questions in section IV and answer accordingly, all yes answers must be explained in section V. 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. Last Five NCOERs - An explanation memorandum must be submitted for those who cannot provide 5 evaluations. For E4's provide a letter of reference.
 4. Enlisted Record Brief (ERB); must be within 6 months and certified.
 5. DA Form 705 for record within 6 months of closing date of advertisement: For all - Medical Profiles (DA Form 3349) must be attached, if applicable.
 6. Height and weight must be conducted within 30 days of the advertisement closing and recorded on a certified statement from current unit commander. Must include DA Form 5500-R/5501-R, if applicable.
 7. DA Photo for all E6's and above(AR 640-30, para 6); 3/4 photo in ACU/OCP for E4-E5; All photos including DA Photo must be within 24 months of the closing date of advertisement (NGR 600-5 Para 2-2a.(6))
 8. Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506
 9. DD 214 and/or NGB 22 – include Copy 2 or 4 (Member Copy) of all previously issued DD 214 and/or NGB 22.
 10. Current Individual Medical Readiness Record (MEDPROS). The IMR must be dated within the last 12 months to be valid.
 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 the HRO Website, Job Announcements, AGR Vacancies.
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SELECTING SUPERVISOR:

SGM Frank Leone

AGR SECTION STAFFER CONTACT INFO:

SFC Debbie Lawrence
(DSN) 623-6382
(Com) 304-561-6382
(Email) deborah.j.lawrence.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/>