

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

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

\*POSITION WILL BE HIRED BASED ON AVAILABILITY OF RESOURCES\*

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**ANNOUNCEMENT NUMBER:** 20-FTNGD-07

**OPENING DATE:** 01 May 20

**CLOSING DATE (If no date, open until filled):**30 Sep 20

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

Beckley MEPS HR Assistant/ Processing NCO, PARA xxx / LINE xx, E5, 00F

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**GRADE/RANK FACTORS:**

**OFFICER( )**

**WARRANT OFFICER( )**

**ENLISTED( )**

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**LOCATION OF POSITION:**

Recruiting and Retention Battalion, Beckley MEPS 409 Wood Mountain Road Glen Jean, WV 25846

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**JOB DESCRIPTION:**

SUBJECT TO AVAILABLE FUNDING. HIRING TWO POSITIONS

Human Resources Assistant (HRA)/Processing NCO responsible for the processing of applicants into the Delayed Entry Program or Accession into the Reserves or Guard; oversees planning and coordinating of air and ground transportation of recruits to Reception Centers nationwide; supervises a joint service operation of military and civilian personnel in the Processing Section that provides daily administrative and operational functions necessary to support the organization's mission; coordinates daily with five recruiting services and maintains accountability of applicant files; responsible for mission essential equipment.

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**WHO MAY APPLY:**

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

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

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

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Age - If an enlisted Soldier, must be 18 years of age and not have reached their 55th birthday
  2. Must have a current for record Army Physical Fitness Test taken within 6 months of the advertisement end date
  3. Must meet the Army body fat standards IAW AR 600-9.
  4. Must meet the medical fitness standards in Chapter 3 of AR 40-501.
  5. Must meet the security clearance requirements of the position.
  6. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
  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. R&R - Applicant must be a High School graduate.
  9. R&R - Applicant must not be pending MEB / PEB / MAR2.
  10. Must meet all ADOS requirements prior to starting
  11. Must possess a Secret Security Clearance.
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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.

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**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. Enlisted Record Brief (ERB); must be within 6 months and certified.
  4. DD 214 and/or NGB 22 – include Copy 2 or 4 (Member Copy) of all previously issued DD 214 and/or NGB 22.
  5. Current Individual Medical Readiness Record (MEDPROS). The IMR must be dated within the last 12 months to be valid.
  6. R&R - Army - All Record DA 705s for the past three years – will be used to verify whether the applicant has been an APFT failure during that timeframe. (Must have successfully completed an APFT within the last 12 months.)
  7. R&R - Army - All DA 5500s/5501s (Body Fat Content Worksheet) for the past three years – will be used to verify whether the applicant has been non-compliant with body fat standards during that timeframe. Must also include a Commander's Height Weight statement showing compliance and weigh-in must have been completed within 30 days of closing date of the advertisement.
  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. 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.
  10. R&R - Army - Suspension of Favorable Action (FLAG) Report - from SIDPERs, showing applicant is not currently flagged.
  11. Last 3 NCOERs. If less than 3 NCOERs have been received, then submit all NCOERs received to date.
  12. 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)).
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**SELECTING SUPERVISOR:**

MAJ Timothy Fairhurst

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**AGR SECTION STAFFER CONTACT INFO:**

SFC Debbie Lawrence  
(DSN) 623-6382  
(Com) 304-561-6382  
(Email) [deborah.j.lawrence2.mil@mail.mil](mailto:deborah.j.lawrence2.mil@mail.mil)

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**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.

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**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/>