

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

ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

POSITION WILL BE HIRED BASED ON AVAILABILITY OF RESOURCES

ANNOUNCEMENT NUMBER: 20-131

OPENING DATE: 23 Sep 20

CLOSING DATE: 22 Oct 20

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

Supply NCO, PARA 104 / LINE 03, E6, 74D

GRADE/RANK FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

771ST TROOP COMMAND DETACHMENT, 111 Army Navy Drive, Red House, WV 25168

JOB DESCRIPTION:

Responsible for the units property operations; the areas of inventory management, equipment coordination, and supply management for non-expendable items. Periodically performs assets visibility rebuild to validate data in the asset visibility files; accountable for various categories of property. Solely responsible to successfully pass logistics section of Standard Evaluation Assessment Team (SEAT) inspection every 3 years. Must be able to acquire government purchase card. Must adhere to Department of Defense (DoD), West Virginia National Guard (WVNG), and National Guard Bureau standard operating procedures for property accountability and purchasing. Familiar with policies and procedures for accountability, maintenance and acquisitions for non-standard equipment and/or commercial of the shelf (COTS). Reviews, analyzes, and submits recommendations relative to current and future MTOE and/or force structure changes; determine the impact on organizational equipment authorizations. Advises unit leadership on authorized equipment replacements and the effects to mission accomplishment. Plans, develops, and maintains actions/procedures for the immediate and subordinate organizations in preparation for the transfer of all or part of accountable property for deployment. Maintains property accountability utilizing an automated system and related computer programs to account for property. Establishes and maintains hand receipt files while maintaining accountability by the use of hand receipt listings. Assures that all authorized non-expendable property is on hand or has been requisitioned to assist in maintaining the highest level of readiness. Accounts for funds used to requisition non-expendable property. Coordinates the assignment and transfer of equipment assets to enhance mobilization readiness. Determines shortages of authorized non-expendable equipment and directs authorized substitutes in accordance with appropriate regulations and directives. Additional duties assigned as necessary.

WHO MAY APPLY:

Must be within the grade(s) of E5 and E6.

AREA OF CONSIDERATION: This position is open to the grade(s) of E5 to E6 and to those currently fully eligible for promotion to the authorized minimum grade for the position.

In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement. Individual selected will be placed on an AGR Tour within the West Virginia Army National Guard.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Age - If an enlisted Soldier, must be 18 years of age and not have reached their 55th birthday
2. 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 of the WVARNG.
3. Individuals must not have resigned from the AGR Program or other military service in lieu of Adverse Action.
4. Individuals not selected for continuation in the AGR Program are ineligible for selection.
5. Must be or become a member of the West Virginia Army National Guard prior to entering the AGR Program.
6. Must have passed a Record APFT within the last 6 months. Must include DA Form 3349 (Physical Profile) if applicable.
7. Must meet the Army body fat standards IAW AR 600-9.
8. Must meet the medical fitness standards in Chapter 3 of AR 40-501
9. Must not have been separated from the AGR Program or other military service For Cause, Unsuitability, or Unfitness.
10. 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.
11. Upon selection to position Soldier must pass an AGR sanctioned APFT and Army Body Composition screening within 45 days. Continued employment is contingent upon passing both events, Soldiers will be released from Title 32 Active Guard Reserve for failure of either event
12. Years of service - Must be able to complete a 3-year initial tour of AD / FTNGD prior to completing 18 years of Active Service and prior to reaching date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
13. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
14. Applicants not DMOSQ must become DMOSQ within 12 months of selection, continued employment is contingent upon qualification.
15. Enlisted Soldiers, E6 or above, must possess the MOS for that position. If the Soldier does not possess the MOS, they must provide a signed memorandum accepting a rank reduction to E5 upon selection (IAW AR 135-18 Table2-1 and NGR 600-5). This does not apply to Recruiting and Retention positions.
16. Must possess a Secret Security Clearance
17. E4's who apply must have completed BLC

INSTRUCTIONS FOR APPLYING:

INSTRUCTIONS FOR APPLYING: All applications will be submitted through FTMCS. You can log onto FTMCS at <https://ftsmcs.ngb.army.mil/> and click on the following to access the FTMCS 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 FTMCS 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. DD 214 and/or NGB 22 – include Copy 2 or 4 (Member Copy) of all previously issued DD 214 and/or NGB 22.
 3. 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.
 4. 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>)
 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. Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506
 7. 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.
 8. Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position. If the Soldier does not possess the MOS, they must provide a signed memorandum accepting a rank reduction to E5 upon selection (IAW AR 135-18, Table 2-1 and NGR 600-5)
 9. SFC/E7 must provide a signed memorandum accepting a rank reduction to E6 if MOSQ or E5 if NDMOSQ.
 10. E4's will be required to provide a copy of their DA 1059 showing successful completion of BLC.
 11. Must use Selection Board Enlisted Record Brief (ERB); must be within 6 months and certified
 12. Last 3 NCOERs - An explanation memorandum must be submitted for those who cannot provide 3 evaluations. For E4's provide a letter of reference.
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SELECTING SUPERVISOR:

CPT Dwight Siemiaczko

AGR SECTION STAFFER CONTACT INFO:

SFC Staats, James
(DSN) 623-6679
(Com) 304-561-6679
(Email) james.w.staats.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.ng.mil/HRO>