

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: 21-002

OPENING DATE: 05 Oct 20

CLOSING DATE: 23 Oct 20

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

State Command Sergeant Major, PARA 200 / LINE 03, E9, 00Z

GRADE/RANK FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

ARMY ELEMENT JOINT FORCE HEADQUARTERS, 1703 COONSKIN DR CHARLESTON WV

JOB DESCRIPTION:

The State Command Sergeant Major Position is a Nominative CSM position, serving at the one-star General Officer level. This position is a member of the Army Senior Command team, Joint Force headquarters (JFHQ). The incumbent serves as the senior ranking WVARNG Noncommissioned Officer and is the principle enlisted advisor to the Commanding General/AAG-Army for a wide variety of matters primarily pertaining to good order and discipline, policies, guidance, and actions affecting NCO Corps and Enlisted Force.

WHO MAY APPLY:

Army Guard members who are currently serving or previously serving as a Command Sergeant Major or First Sergeants, Master Sergeants or Sergeant Majors listed on the current published WVARNG Best Qualified List.

AREA OF CONSIDERATION: This position is open to the grade(s) of E8 to E9 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:

There are no appointment requirements.

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. Current Individual Medical Readiness Record (IMR)
 3. Last 3 NCOER and ERB
 4. Biographical Sketch (not more than two pages, refer to NGR 600-200, dated 31 July 2009, Figure G-3 for template).
 5. Commander's Height/Weight verification memorandum showing HT/WT conducted within 30 days of announcement close date.
 6. Last three record APFT, DA Form 705s.
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SELECTING SUPERVISOR:

BG Murray E. Holt

AGR SECTION STAFFER CONTACT INFO:

CW3 Siobhan O. Cleek
(DSN) 623-6424
(Com) 304-561-6424
(Email) siobhan.o.cleek.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>