

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 64-04 POSITION TITLE: Senior Personnel NCO

GRADES: SFC/E-7 DMOS: 42A40

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: Joint Force Headquarters

Location: Ft Pickett, Blackstone, Virginia

OPENING DATE: 23 September 2004 CLOSING DATE: 25 October 2004

POC FOR ADDITIONAL INFORMATION: SSG Sheryl Scott, (434) 298-6330, or DSN 438-6330 or e-mail to Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: This position serves as a Data Management Supervisor for the SIDPERS Section. Supervises plans, coordinates, and advises employee's in the SIDPERS Branch. Provides technical expertise and provides quality assurance on daily transactions within the automated database. Directs high-level projects assigned to the sections. Briefs supervisors and staff of strength and weaknesses in data and personal actions. Advises SIB Chief on major deficiencies or policy changes required in SIB operation. Ensure documents are legitimate for input in the SIDPERS Database. Provide reports from the database for the VAPA and subordinate units. Performs other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional enlisted, grades SSG/E6 through SFC/E7, who are members of the Virginia Army National Guard. Must be qualified in the following MOS: 42A40. If not MOS qualified, must become MOS qualified within 12 months.

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55th birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant, per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 64-04

in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET)

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

GRADE AND SPECIALTY: If an Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

NOTE: ENLISTED NOT CURRENTLY AGR AND NOT QUALIFIED MAY APPLY FOR THIS POSITION. HOWEVER, IF SELECTED AND NOT QUALIFIED, ENLISTED WILL NOT BE APPOINTED IN THE AGR PROGRAM UNTIL QUALIFIED.

QUALIFICATIONS FOR SUBSEQUENT DUTY IN THE AGR PROGRAM: (This applies to current on-board Virginia AGR enlisted only.)

1. Must possess the grade equal to, or below, that authorized for the AGR duty position as described on the announcement.
2. Must possess or be able to gain within 12 months, the specialty required for the AGR duty position- 42A40

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER, you may submit an letter of recommendation in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1. Certified means having the Personnel Services Branch (PSB), stamp or type that your DA Form 2-1 is a "True Copy" and a signature by PSB personnel.
4. Copy of current physical (DD2807-1 and DD2808 completed within the last five years)
5. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. Photo must be dated.
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B**
7. Any additions information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.)

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 64-04

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim

clearance prior to appointment to the position, and a wavier is not approved, the offer for the position may be revoked.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 25 October 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **No faxed applications will be accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer