



VIRGINIA NATIONAL GUARD  
STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT



**ANNOUNCEMENT #** 07-17 AR

**POSITION TITLE:** BN S1

**GRADE:** CPT/O-3

**AOC:** BRANCH IMATERIAL

**LOCATION:** Fort Pickett, Virginia

**UNIT:** Recruiting and Retention Battalion

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**OPENING DATE:** 15 December 2016

**CLOSING DATE:** 15 January 2017

**WHO MAY APPLY:** Open to all AGR/Military Technician/Traditional Officers in grades **CPT/O-3 (ONLY)** who are members of the Virginia Army National Guard

**REQUIRED QUALIFICATIONS:** Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-60, AR 40-501 and AR 135-18.

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Monitors, assesses, provides guidance, and manages the elements of personnel administration. Maintain current personnel rosters. Responsible for personnel services such as orders, evaluation reports, promotions, personnel assignments, and awards. Provide control and standardization of procedures within the command. Work in coordination with senior full time supervisor in the allocation of manpower and work space in the headquarters and various units. Perform other duties as assigned.

**SPECIAL INFORMATION**

- **Applicants must be eligible to complete 20 years of Active Federal Service before their MRD**
- **The start date is contingent on availability of funding from NGB**
- **If not a graduate of 42B Officer Basic Course, selectee must:**
  - **If a graduate of a Captains Career Course (CCC) in another branch, selectee must enroll in Phase I of the 42H Human Resources Management Qualification course within 90 days of selection and complete Phase II within 18 months**
  - **If not a graduate of a Captains Career Course, selectee must enroll in the Adjutant General's CCC within 90 days of selection and complete the course within 18 months**

**APPLICATION PROCEDURES**

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**).
2. Copies of last **five consecutive** OERs and **all** DA1059s.
3. Current certified copy of Officer Record Brief (ORB).
4. Copy of current Individual Medical Readiness
5. **DA photo taken within 12 months.**
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Form 214, DA Form 1506 or NGB Forms 23/23B.**
7. Last 3 years of DA Form 705 (include all DA Form 705 (include all DA Forms 3349, if applicable).
8. Current Height and Weight Statement
9. Any additional information the applicant may wish to submit for consideration (i.e., Letters of Recommendation, awards, etc.)

Submit applications to this HQ, ATTN: JFHQ-HRO, PRN: 210, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Scanned or faxed applications will not be accepted.**  
**POC FOR ADDITIONAL INFORMATION:** SFC Shawn Oliver (804) 236-7831, or at [shawn.l.oliver.mil@mail.mil](mailto:shawn.l.oliver.mil@mail.mil) or CW4 D' Juana Goodwin at (804) 236-7823, or at [djuana.l.goodwin.mil@mail.mil](mailto:djuana.l.goodwin.mil@mail.mil)