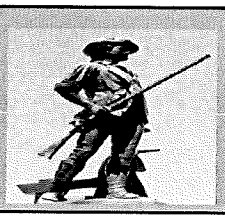
VIRGINIA NATIONAL GUARD
NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 08-17 AR

POSITION TITLE: UAV SGT/ TRAINING NCO

GRADE: E6/SSG

MOS: 15E3O/15W3O

LOCATION: Bowling Green, Virginia

UNIT: Det 1, D Co, 229th BEB (MI)

FEMALE ASSIGNMENT ELIGIBILITY: Yes

OPENING DATE: 15 December 2016

CLOSING DATE: 31 January 2017

WHO MAY APPLY: Open to all AGR/Military Technician/Traditional Soldiers in grades **E-5 through E-6** who are members of the Virginia Army National Guard or who are eligible to become 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: Reviews and processes enlisted discharges in accordance with (IAW) AR 635-178 and NGR 600-200. Initiates, reviews and publishes military orders for assignments, duty positions qualifications, military occupational specialty, enlisted transfers within Det 1, D Co, 229th BEB. Reviews and processes awards IAW AR 600-8-22. Processes full time leave forms. Reviews and processes personnel and administrative documents Interactive Personnel Electronic Records Management System (iPERMS). Generate reports such as from Director's Personnel Readiness Overview (DPRO). Processes extensions on Retention Management Systems (RMS). Review and submit extension waivers to G1 on Staff Action Tracker System (SATS). Updates personnel and administrative data using Reserve Component Active System (RCAS). Prepare materials for advising the unit commander on unit mobilization posture and manning requirements. Provides the information required for the unit status report metrics. Advises personnel on military education requirements and prepares applications for Army service schools, and extension courses. Maintain unit personnel records. Perform other duties as assigned.

SPECIAL INFORMATION

- Soldier must be MOSQ within 12 months if not qualified.
  Unit Training NCO must possess the following qualifications:
  (1) A physical demands rating of heavy.
  (2) A physical profile of 222221.
  (3) Qualifying scores.
  (a) 15E requires line score EL 93/MM 104, PULHES 222221,No Drug convictions or affiliations
  (b) 15W requires line score SC 102, PULHES 222221, pass Class IV Flight Physical prior to start date, hold or be able to obtain MOS by completing 23 week course.
- 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.

APPLICATION PROCEDURES

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 must submit a letter of recommendation from your **COMMANDER.**
3. Current certified copy of Enlisted Record Brief (ERB).
4. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through AKO. The IMR must be dated within the last 12 months to be valid.
5. Photo in dress uniform. **(An official DA Photo is NOT required).** Mobilized applicants may take photo in ACU's. Photo may be taken in ACU's if applicant has not been issued ASU's; however, you must provide a memo from your Supply SGT, 1SG or Commander as to why you do not have the required uniform.
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. Any additional information the applicant may wish to submit for consideration (i.e., Letters of Recommendation, awards, etc.)

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. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier can- not be granted an interim clearance prior to appointment to the position, the offer for the position maybe revoked, Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

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@mai.mil or CW4 D' Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil