



VIRGINIA NATIONAL GUARD  
STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT



**ANNOUNCEMENT #** 14-17AR

**POSITION TITLE:** ADMIN

**GRADE:** CPT/O-3

**AOC:** 11A/19A/42B/42H

**LOCATION:** Lynchburg, Virginia

**UNIT:** HHC 1-116th

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**OPENING DATE:** 24 January 2017

**CLOSING DATE:** 22 February 2017

**WHO MAY APPLY:** Open to all AGR/Military Technician/Traditional Officers in grades **1LT/ O-2 through CPT/O-3 (ONLY)** who are members of the Virginia Army National Guard

**REQUIRED QUALIFICATIONS:** Must meet all selection criteria IAW NGR 600-100, NGR 600-5, NGR 600-60, AR 40-501 and AR 135-18.

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Principal staff officer to the Battalion Commander on all personnel and human resource functions and works closely with battalion staff to enable the success of all subordinate units. The S-1's primary duties include, but are not limited to: strength management, accountability, casualty reporting, replacement operations, personnel actions, legal services, finance services, procurement/life cycle management, medical support operations internal to Battalion, priorities for allocating critical resources for the command such as ammunition, training funds, training aids and facilities. Identifies training requirements based on the battalion's METL, in the form of long and short range training plans. Prepares, coordinates, and publishes operational plans and orders. Maintains the current status of the battalion's combat power. Manages the quarterly Unit Status Reporting (USR) turn-ins for Battalion. 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.
- Applicants with AOC 11A, 19A, 42B, and 42H are qualified to apply for this position.
- If selected, and your AOC is 11A or 19A; you must attend the HR Management Course at FT. Jackson within 9 months of your hire date.
- Officers not currently AGR and not qualified may apply for this position. However, if selected and not qualified, the Officer will not be appointed into the AGR program until AOC qualified.
- All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability

**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:** SSG Jennyfer Davis (804) 236-7831, or at [Jennyfer.a.davis.mil@mail.mil](mailto:Jennyfer.a.davis.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)