



VIRGINIA NATIONAL GUARD
ARMY AGR VACANCY ANNOUNCEMENT
ON-BOARD AGR ONLY



ANNOUNCEMENT # 11-17 RAR

POSITION TITLE: Operations and Training NCO

GRADE: SFC/E7

MOS: 79T40

LOCATION: Fort Pickett, Virginia

UNIT: Recruiting and Retention Battalion

FEMALE ASSIGNMENT ELIGIBILITY: Yes

OPENING DATE: 03 January 2017

CLOSING DATE: 18 January 2017

WHO MAY APPLY: Open to all onboard Title 32 AGR Soldiers, assigned to the Recruiting and Retention Battalion (W777AA) in the grade of E7 (SFC).

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: The RR Operations NCO performs a myriad of duties and has varied responsibilities at the RR State headquarters level. Authorized responsibilities of the RR Operations NCO may include but are not limited to: Collect, review and monitor SM reports to identify strengths and weaknesses in the State SM Plan and make recommendations as appropriate. Develop a comprehensive RRC training program that addresses pre and post MOS training for RRNCOs, RRC sustainment/refresher training for all RRC positions, ADOS recruiter assistant training, CTT, APFT, weapons qualification, and other areas as needed or directed. Monitor and evaluate RRC training requirements and develop, conduct or coordinate individual, team, and region RRNCO motivational training targeted at improving attitudes, knowledge, and skills. Monitor and evaluate training requirements for the RRC to include MOSQ requirements as well as NCOES, using ATRRS. Coordinate any RRNCO training requirements with the RRSCs. Assist the RRC by obtaining applicant information and documents required by RRNCOs. Complete quality control activities on prior service enlistment packets. ARISS is the primary conduit for SIDPERS and future electronic personnel systems. Complete and submit various requests for orders, military awards, personnel actions, and other correspondence as required. Will initiate all NGB level waivers workflows to the National Guard Bureau through the use of Guidance Counselor Resource Center (GCRC) after receipt from RRNCO and verify all documents are present.

SPECIAL INFORMATION

- **Applicant must be 79T40 qualified and have the Strength Maintenance Expert Badge.**
- **The candidate must have completed Positions of Significant Trust Authority (POSTA) screening.**
- **Duty Station is at Building 473, Fort Pickett, Virginia**
- **Applicant cannot have had a duty station move in the past 12 months or a cost PCS move in the past 24 months.**

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Memorandum requesting consideration
2. Copies of last **three consecutive** NCOERs.
3. Current copy of Enlisted Record Brief (ERB). <https://minuteman.ngb.army.mil/Benefits>
4. Last 3 years of DA Form 705 (include all DA Form 705 (include all DA Forms 3349, if applicable)
5. Individual Medical Record (IMR Record)
<https://medpros.mods.army.mil/medpros/mymedicalreadiness/medical.aspx>
6. Security clearance memorandum

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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 UNLESS MOBILIZED.** **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