



VIRGINIA NATIONAL GUARD
STATEWIDE VACANCY ANNOUNCEMENT
ONE TIME OCCASIONAL TOUR (OTOT)



ANNOUNCEMENT # 12-17 AR (OTOT)

POSITION TITLE: Warrant Officer Strength Manager (WOSM)

GRADE: CW2 – CW3

Branch/AOC Immaterial: (011A)

LOCATION: Blackstone, Virginia

UNIT: Recruiting and Retention Battalion

FEMALE ASSIGNMENT ELIGIBILITY: Yes

OPENING DATE: 04 January 2017

CLOSING DATE: 04 February 2017

WHO MAY APPLY: Open to all Military Technician/Traditional Soldiers in grades **CW2 through CW3** who are members of the Virginia Army National Guard

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW NGR 601-1, NGR 600-100, NGR 600-101 NGR 600-5, AR 600-60, AR 40-501, and AR 135-18.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Duties include but are not limited to the following: Serves as the State's principle point of contact and staff advisor for developing and monitoring plans and programs pertaining to Army National Guard (ARNG) Warrant Officer recruiting and retention. Recruits and processes packets for Warrant Officers transitioning from active duty, individual ready reserve (IRR) status, United States Army Reserve (USAR), and Interstate Transfer packets. Recruit, screen, process, and counsel all potential Warrant Officer Candidate School (WOCS) applicants for matriculation through commissioning programs. Briefs National Guard members on the Warrant Officer Appointment program and works closely with in-service recruiters (ISRs) to coordinate seamless transition of Warrant Officers into the state National Guard. Prepares and presents information and decision briefings on Warrant Officer recruiting and retention management issues, programs, and resources. Monitors all warrant officer vacancies and determines if prospective, current, and former Warrant Officers are eligible to join VAARNG. Provides technical expertise and customer service to units on preparing Warrant Officer Appointment packets and prepares JFHQ-VA requests for waiver memorandums requiring NGB checklist and blank forms to potential VAARNG personnel. Conducts research of applicant's military history through various agencies. Works closely with the State Command Chief Warrant Officer.

SPECIAL INFORMATION

- This is a two year **ONE TIME OCCASIONAL TOUR (OTOT)**. Military Technicians or Traditional Soldiers will serve 2 years in an AGR status if selected and will be released from Title 32 upon completion of the tour. These Soldiers will revert back to their previous status.
- The start date is contingent on availability of funding from NGB
- Candidates cannot have more than 15 ½ years of Active Federal Service prior to tour date.
- Separation pay will NOT be authorized at the end of the tour.
- If selected, the candidate has 14 days to complete a background investigation and behavioral health interview (BHI); the unit will assist the selected candidate. IAW ALARACT 188/2014.
- 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** OERs (or all OERs received if less than five).
3. Current certified copy of Officer Record Brief (ORB).
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. DA Photograph in military uniform taken within the last 12 months. Mobilized applicants may take photo in ACU's.
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 cannot 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@mail.mil or CW4 D' Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil