



VIRGINIA NATIONAL GUARD
NATIONWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 24-17AR

POSITION TITLE: SUSTAINMENT OFFICER/TRAINING OFFICER

GRADE: CPT/O-3

MOS: 11A/19A/42B/42H

LOCATION: Portsmouth, Virginia

UNIT: HHT 2-183rd CAV

FEMALE ASSIGNMENT ELIGIBILITY: Yes

OPENING DATE: 01 April 2017

CLOSING DATE: 02 May 2017

WHO MAY APPLY: Open to all AGR/Military Technician/Traditional/Active Duty Officers in grades **1LT/O-2 through CPT/O-3**. Officers who are not members of any Army National Guard will need to meet the prerequisites to be appointed into the VAARNG if selected for the position.

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: Principal sustainment officer (S1/S4) representing the Commander in oversight and conduct of all sustainment functions of the organization and is responsible to ensure the Commander's policies are implemented. Develops, implements, and evaluates the administrative, equipping and personnel policies for the 2-183d CAV. Serves as the primary advisor for the command in the areas of personnel and equipment readiness actions. Makes day-to-day decisions for the Commander in the areas of personnel assignments, maintenance, and fulfillment. Investigates and recommends, as assigned, complaints involving the units or assigned members. Ensures the completion of line of duty (LOD) investigations, reports of survey, change of command inventories, FLIPLs etc. Keeps abreast and ensures the implementation of new policy statements, regulations, and directives issued by higher headquarters concerning administrative, supply, and personnel activities. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements.

Reviews, analyzes, and provides recommendations relative to proposed Modified Table of Organization and Equipment (MTOE) and/or force structure changes to determine the impact on personnel and equipment authorizations. Provides guidance to Staff Officers, Commanders, and full-time employees in policy and procedure changes concerning areas of sustainment. Manages and reports information in regards to personnel accessions, retention, participation, and attrition. Reviews Annual Training (AT) and Inactive Duty Training (IDT) food service schedules and service records, and provides guidance to Supply Sergeants and food service personnel. Oversees completion of sustainment USR reporting.

Preferred candidates will have a working knowledge of a variety of Army systems such as RCAS (Reserve Component Automated System), GCSS-A (Global Combat Support System-Army), FMSWEB, DPRO, MEDPROS, eMILPO, Soldier Care, TULSA, EES, IPERMS, SIDPERS, SATS and IMAP (Integrated Materiel Automation Program). Performs 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.
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. Official DA Photograph taken within the last 18 months. Mobilized applicants may take photo in ACU's or OCP'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.)

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