



VIRGINIA NATIONAL GUARD NATIONWIDE AGR VACANCY



ANNOUNCEMENT # 26-17AR

POSITION TITLE: Assistant S3

GRADE: CPT/O3

AOC: 11A, 12A, 13, 14A, 15A, 18A, 19A

LOCATION: Staunton, VA

UNIT: HHC 116th BCT

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 Soldiers in grades **LT/O-2 to CPT/O-3**. **Officers who are not members of any Army National Guard will need to meet the prerequisites to become members of the VAARNG if selected for the job.**

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: Brigade plans officers responsible for writing warning, operations and fragmentary orders during the orders production process. Synchronizes force modernization upgrades for new equipment training and fielding. Maintains short-range and long-range planning calendars to synchronize operations of subordinate units. Facilitates the allocation of training resources, including ammunition for training, ranges and facilities. Serves as the primary Knowledge Management officer for the brigade. Develops and monitor the unit's collaboration site and knowledge networks to determine appropriate content and eliminate redundancy. Facilitates weekly, monthly, quarterly and annual synchronization meetings. 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.
- 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 in military within the last 18 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.)

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