



VIRGINIA NATIONAL GUARD
NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT:27-17AR

POSITION TITLE: Admin/Training Officer

GRADE: CPT/O-3

AOC: 13A/42B

LOCATION: Norfolk, Virginia

UNIT: HHB 1-111th FA BN

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 (ONLY)**. Officers who are not members of any Army National Guard; will need to meet the prerequisites to be appointed if selected.

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

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Provide personnel and human resource reporting, oversight and capability through synchronization with traditional and AGR Battalion staff and unit personnel to achieve published personnel readiness standards. The administrative officer's primary duties include, but are not limited to: Personnel accountability and strength reporting, Officer and enlisted personnel actions, legal services, finance services, procurement/life cycle management and medical support operations. Additionally, assist training officer in allocation of critical resources for the command such as ammunition, training funds, training aids and facilities. Support identification of training requirements in accordance with Department of the Army directed METL, in the form of long and short range training plans. Prepare, coordinate, and publish operational plans and orders. Primary action officer for quarterly Unit Status Reporting (USR) reporting and turn-in. 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 13A or 42B are qualified to apply for this position.**
- **Officers not currently AGR and not qualified may apply for this position. However, if selected and not qualified, the officer will not be appointed to the AGR program until 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** DA Form 1059s.
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: CW4 D' Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil