



VIRGINIA ARMY NATIONAL GUARD
NATIONWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 03-21 AR

POSITION TITLE: ADMIN NCO

GRADE: E-5/SGT

MOS: 42A, 11B, 88M, 15T, 25B, 17C, 31B, 12B, 88M, 92A, 13B, 15P and 19D

LOCATION: Various Locations, Virginia

UNIT: Various

FEMALE ASSIGNMENT ELIGIBILITY: Yes

OPENING DATE: 29 September 2020

CLOSING DATE: 30 September 2021

WHO MAY APPLY: Open to all AGR/Military Technician/Traditional/ Air Guard, Active Duty of any Armed Forces Soldiers in grades **E-4 / SPC through E-5 / SGT** who are members of any Army National Guard or able to meet the prerequisites to become members of the Virginia Army National Guard.

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW NGR 601-1, NGR 600-200, NGR 600-5, AR 600-60, AR 40-501, AR 600-8-2 and AR 135-18.

****Applicants are encouraged to submit application packets as soon as possible. Packets will be accepted until the closing date of 30 September 2021. Qualified applicants will be interviewed and placed on an Order of Merit Listing (OML). Vacancies will be filled as they become available.**

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Reviews and processes enlisted discharges IAW the regulation and NGB policy. Initiates and reviews IPPS-A transactions such as orders for transfers within your MSC, DPOS, & military occupational specialty. You will be reviewing and processing awards IAW AR 600-8-22. Processing personnel and administrative documents in the Interactive Personnel Electronic Records Management System (iPERMS); which may require you to initiate an action IPPS-A. In some cases you would be required to develop and draft unit training schedules and input data into Digital Training Management Systems (DTMS) for approval IAW with command guidance and directives. Prepare reports for the units using IPPS-A. Advises enlisted personnel on military education requirements and prepares applications for Army service schools. Processes extensions on Retention Management System (RMS). Review and submit extension waivers to G1 using the Staff Action Tracker System (SATS). Advises Commander or OIC on personnel administration activities, performs quality assurance and other duties assigned to accomplish the mission.

SPECIAL INFORMATION

- Soldier must be MOS Qualified in at least one of the following:
- **Human Resources Specialists (42A) must possess the following qualifications:**
 - (1) A physical demands rating of Significant (Gray).
 - (2) A physical profile of 222222.
 - (3) Qualifying scores.
 - (a) A minimum score of **95** in aptitude area **CL** on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of **92** in aptitude area **CL** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of **90** in aptitude area **CL** on ASVAB tests administered on and after 1 July 2004.
- **Infantryman (11B) must possess the following qualifications:**
 - (1) A physical demands rating of very heavy.
 - (2) A physical profile of 111221.
 - (3) Color discrimination of red/green
 - (4) Correctable vision of 20/20 in one eye; 20/100 in the other eye.
 - (5) Qualifying scores.
 - (a) A minimum score of **90** in aptitude on area **CO** on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of **87** in aptitude area **CO** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
- **Motor Transport Operator (88M) must possess the following qualifications:**
 - (1) A physical demands rating of light.
 - (2) A physical profile of 222222.
 - (3) Color discrimination of red/green
 - (4) Qualifying scores.
 - (a) A minimum score of **90** in aptitude in area **OF** on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of **85** in aptitude area **OF** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) Must have a valid State Motor Vehicle License.
- **UH-60 Helicopter Repairer (15T) must possess the following qualifications:**
 - (1) A physical demands rating of Significant (Gray).
 - (2) A physical profile of 222211.
 - (3) Normal color vision.
 - (4) Qualifying scores.
 - (a) A minimum score of **105** in aptitude area **MM** on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 02 January

2002.

(b) A minimum score of **102** in aptitude area **MM** on ASVAB tests administered on and after 02 January 2002 and prior to 01 July 2004.

(c) A minimum score of **104** in aptitude area **MM** on ASVAB tests administered on and after 01 July 2004.

- **Information Technology Specialist (25B) must possess the following qualifications:**

(1) A physical demands rating of Moderate (Gold).

(2) A physical profile of 212221.

(3) Normal color vision.

(4) Qualifying scores.

(a) A minimum score of **100** in aptitude in area **ST** on Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of **96** in aptitude area **ST** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of **95** in aptitude area **ST** on ASVAB tests administered on and after 1 July 2004.

- **Cyber Operations Specialist (17C) must possess the following qualifications:**

(1) A physical demands rating of Moderate (Gold).

(2) A physical profile of 222221.

(3) Normal color vision.

(4) Qualifying scores.

(a) A minimum score of **110** in aptitude area **GT** and a minimum score of **113** in aptitude area **ST** on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 1 July 2004.

(b) A minimum score of **100** in aptitude area **GT** and a minimum score of **112** in aptitude area **ST** on ASVAB tests administered on and after 1 July 2004.

- **Military Police (31B) must possess the following qualifications:**

(1) A physical demands rating of Significant (Grey).

(2) A physical profile of 222221.

(3) Red/green color discrimination.

(4) Qualifying scores.

(a) A minimum score of **95** in aptitude in area **ST** on Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of **92** in aptitude area **ST** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of **91** in aptitude area **ST** on ASVAB tests administered on and after 1 July 2004.

- **Combat Engineer (12B) must possess the following qualifications:**
 - (1) A physical demands rating of Heavy (Black).
 - (2) A physical profile of 111221.
 - (3) Normal color vision.
 - (4) Qualifying scores.
 - (a) A minimum score of **90** in aptitude in area **CO** on Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of **87** in aptitude area **CO** on ASVAB tests administered on and after 2 January 2002.

- **Automated Logistical Specialist (92A) must possess the following qualifications:**
 - (1) A physical demands rating of Significant (Grey).
 - (2) A physical profile of 222222.
 - (3) Qualifying scores.
 - (a) A minimum score of **95** in aptitude in area **CL** on Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of **92** in aptitude area **CL** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of **90** in aptitude area **CL** on ASVAB tests administered on and after 1 July 2004.

- **Canon Crewmember (13B) must possess the following qualifications:**
 - (1) A physical demands rating of Heavy (Black).
 - (2) A physical profile of 112211.
 - (3) Color discrimination of red/green.
 - (4) Qualifying scores.
 - (a) A minimum score of **95** in aptitude in area **FA** on Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of **93** in aptitude area **FA** on ASVAB tests administered on and after 2 January 2002.

- **Aviation Operations Specialist (15P) must possess the following qualifications:**
 - (1) A physical demands rating of Moderate (Gold)
 - (2) A physical profile of 222221.
 - (3) Qualifying Scores:
 - (a) A minimum score of **95** in aptitude area **ST** in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of **92** in aptitude area **ST** in Armed Services Vocational aptitude Battery (ASVAB) tests administered on or after 2 January 2002

and prior to 01 July 2004.

(c) A minimum score of **91** in aptitude area **ST** in Armed Services Vocational aptitude Battery (ASVAB) tests administered on or after 01 July 2004.

- **Cavalry Scout (19D) must possess the following qualifications:**

- (1) A physical demands rating of Heavy.

- (2) A physical profile of 111121.

- (3) Correctable vision of 20/20 in one eye and 20/100 in other eye.

- (4) Normal Color vision.

- (5) Qualifying Scores:

- (a) A minimum score of **90** in aptitude area **CO** in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

- (b) A minimum score of **87** in aptitude area **CO** in Armed Services Vocational aptitude Battery (ASVAB) tests administered on or after 2 January 2002.

- Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application.

- **Ensure you attach the Geographical Location Sheet with your application**

- Must have **passing** APFT within 6 months of the submission of your application. Soldier selected for this position who do not meet the above mentioned APFT requirement will need to complete an APFT prior to receiving a start date.

- **The start date is contingent on availability of funding from NGB**

Special Note: SPC/E4 must have completed BLC, WLC or PLDC in order to apply for the position

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**).
2. Geographical Preference Sheet.
3. Copies of last **five consecutive** NCOERs. If you are an E-4 or a new E-5 and have not yet received an NCOER or an E4, you must submit a letter of recommendation from your **COMMANDER**.
4. Current **Certified** or **Validated** copy of Enlisted Record Brief (ERB).
5. 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.
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 DTMS APFT history or DA Form 705 cards or DTMS HT/WT history printout or HT/WT statement and DA Form 5500 or 5501 if applicable. Also, please include all DA Forms 3349, i.e. flags if applicable.

8. 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: Virginia Army National Guard, JFHQ-HRO, PRN: 210, 8000 Jefferson Davis HWY, BLDG 430, Richmond, Virginia 23297, NLT 1630 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 or Questions:** Ms. Deatrice Crawley at (804) 236-7838 or at deatrice.l.crawley.mil@mail.mil or CW4 D’ Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil.