



VIRGINIA ARMY NATIONAL GUARD
NATIONWIDE M-DAY VACANCY
ANNOUNCEMENT



ANNOUNCEMENT # 001-MDAY

POSITION TITLE: Aide-de-Camp

GRADE: O-2/1LT thru O-3/CPT

MOS: 01A

LOCATION: Richmond, Virginia

UNIT: JFHQ-VA

FEMALE ASSIGNMENT ELIGIBILITY: Yes

START DATE: 01 April 2021

OPENING DATE: 06 January 2021

CLOSING DATE: 14 February 2021

WHO MAY APPLY: Open to all Military Technician/Traditional Officers of any Armed Forces in the grades of **O-2/1LT through O-3/CPT** who are members of the Army National Guard or able to become members of the Virginia Army National Guard.

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW NGR 601-1, NGR 600-100, NGR 600-5, AR 600-60, AR 600-8-2, AR 40-501, and AR 135-18.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Serves at the direction of the Assistant Adjutant General providing all necessary support to assist the Adjutant General in completion of tasks. Similar to an Operations Officer, the Aide-de-Camp plans, coordinates and executes travel arrangements and itineraries, speaking engagements, and other events as needed. Coordinates with Joint Force Headquarters full time staff to create, edit and implement the Assistant Adjutant General's schedule. Coordinates with staff to ensure timely and effective travel arrangements for the Assistant Adjutant General. Periodically accompanies the Assistant Adjutant General on official travel, with over-night trips as required. Will prepare briefings on visits and developing required protocols while maintaining the official schedule. The Aide also completes all read-ahead materials including biographies, talking points, travel documents, and schedules for the Assistant Adjutant General. Facilitates interaction with numerous high level organizations on behalf of the Assistant Adjutant General. Assists with correspondence, record keeping of meetings and other communication as required. Must be able to write effectively and provide input into written products produced from the Office of the Assistant Adjutant General. Experience in working with orders processing, travel authorizations and vouchers, personnel records, awards processing and evaluations. Familiarization with the Evaluation Entry System, DPRO, Defense Travel System (DTS) and Staff Action Tracker preferred but not required.

SPECIAL INFORMATION

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

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** or **Validated** copy of Officer Record Brief (**ORB**).
4. Current 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. Last 3 years of RCAS or DTMS APFT history or DA Form 705 cards and RCAS or DTMS HT/WT history printout or HT/WT statement (include all DA Forms 3349 if applicable).
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 23A/23B**.
7. Any additional information the applicant may wish to submit for consideration (i.e., Letters of Recommendation, awards, certificates, degrees, etc.).

EQUAL OPPORTUNITY: The Virginia National Guard is an Equal Opportunity Employer. Selection for these positions will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.

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-DCoS, 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:** LTC Beau Mason who can be reached at (540) 907-9465 or robert.p.mason18.mil@mail.mil.