



VIRGINIA NATIONAL GUARD  
STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT



**ANNOUNCEMENT #** 02-17 AR

**POSITION TITLE:** Human Resource Sergeant

**GRADE:** E6/SSG

**MOS:** 42A3R

**LOCATION:** Fort Pickett, Blackstone, Virginia

**UNIT:** 34<sup>th</sup> Civil Support Team (WMD)

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**OPENING DATE:** 13 October 2016

**CLOSING DATE:** 14 November 2016

**WHO MAY APPLY:** Open to all AGR/Military Technician/Traditional Soldiers in grades **E-5 through E-6** who are 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 135-18, and NGR 500-3.

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Responsible for the Civil Support Team human resource programs to include awards, evaluations, publications, adverse actions, SIDPERS input, and unit filing system. Provides administrative support to the members of the Civil Support Team to include, but not limited to, processing of documentation for pay and allowances and enlistment extensions. Maintains personnel support files, alert roster and other administrative tasks as required. Ensures accuracy of unit manning documents. Responsible for personnel status reporting. Conducts decontamination operations. Performs additional duties as required.

**SPECIAL INFORMATION**

- Must successfully complete the 8-week Civil Support Skills Course and all Basic-level Individual Training Requirements IAW NGR 500-3/ANGI 10-2053 within 12 months of hiring. Must complete Department of Defense / IFSAC Hazardous Materials Technician certification and maintain annual proficiency as a HAZMAT Technician while serving on the CST. Must obtain and maintain all individual training and certification requirements as prescribed in the CST Garrison Standard Operating Guidelines. All personnel assigned to the CST must complete training in the Incident Command System (minimum of ICS-100, ICS-200, IS-700, and IS-800b.)
- CST Members are required to maintain 24/7/365 availability to respond to a no-notice alert IAW state and national response requirements.
- Applicant must meet OSHA standards for wearing personal protective equipment (including respiratory screening).
- Must relocate and reside within 50 miles of Ft. Pickett, Blackstone, VA; PCS is authorized.
- This assignment requires extensive travel for training and response operations.
- Must be CBRNE Responder (SQI of "R") qualified within 12 months of being assigned.
- Applicant must demonstrate the ability to pass appropriate Army National Guard physical fitness test, meet height/weight standards, and present a professional and military appearance.
- Applicant must possess or be able to gain a secret clearance and a government travel card.
- Must undergo urinalysis drug screen testing upon entry on active duty, and periodic testing while assigned to WMD-CST duty.
- Must agree to minimum three-year tour on the WMD-CST after completion of the Civil Support Skills Course
- 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. Pre-selection is not only counter-productive to effective recruitment and placement, but also violates Virginia National Guard Placement principles and will not be tolerated.
- Period of initial assignments is no less than 3 years from the date of award of SQI R

**NOTE: For entry into the AGR Program, SSG or above must possess the required grade and MOS level authorized for the AGR duty position.**

**For Subsequent duty in the AGR program, SSG or above who do not possess the required MOS, must become MOS qualified within 12 months.**

### APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**).
2. Copies of last **five consecutive** NCOERs.
3. Current CERTIFIED copy of Enlisted Record Brief (ERB).
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. **An official DA Photo is required.** Mobilized applicants may take photo in ACU's. Photo may be taken in ACU's if applicant has not been issued ASU's; however, you must provide a memo from your Supply SGT, 1SG or Commander as to why you do not have the required uniform.
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. DA Form 705 (APFT Card)
8. 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 unless the Soldier is MOBILIZED.**

**POC FOR ADDITIONAL INFORMATION:** SFC Shawn Oliver (804) 236-7831, or at [shawn.l.oliver.mil@mail.mil](mailto:shawn.l.oliver.mil@mail.mil) or CW4 D' Juana Goodwin at (804) 236-7823, or [djuana.l.goodwin.mil@mail.mil](mailto:djuana.l.goodwin.mil@mail.mil)