



STATE OF WEST VIRGINIA
 OFFICE OF THE ADJUTANT GENERAL
 1703 COONSKIN DRIVE
 CHARLESTON, WEST VIRGINIA 25311-1085



ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ngb.army.mil/jobs/>

Announcement Number: 16-76	Opening Date: 29 June 2016 Closed Date: 29 July 2016
<p>DUTY LOCATION: 167th AW, Martinsburg, WV 25405</p> <p>UNIT OF ASSIGNMENT: 167th AW, Martinsburg, WV 25405</p> <p>FULL TIME SUPPORT POSITION: Supply Management Specialist</p> <p>MILITARY DUTY TITLE: Supply Management Specialist</p>	
<p>MINIMUM GRADE AUTHORIZED: E-4</p> <p>MAXIMUM GRADE AUTHORIZED: E-6</p>	<p>AFSC:2S0X1 Must have AFSC This is not a cross-training opportunity</p>
<p>AREA OF CONSIDERATION: Open to all members of the 167th AW **THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</p>	
<p>Duties include but are not limited to: This position is located in the Maintenance Support Section of the Material Management Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The position is the Customer Service Representative performing Flight Service Center (FSC) duties within the Maintenance Support Section. The primary purpose of this position is to be the point of contact for interfacing with the Air Force Sustainment Center (AFSC) on behalf of Maintenance customers. Responsibilities include periodic visits to Maintenance work centers, providing guidance for maintaining bench, operating, and shop stock, and assisting users in resolving any material management related problems, managing supply points, time-change, and time compliance technical orders, Due-In From Maintenance (DIFM) management, awaiting parts (AWP), turn around, local manufacture, command intensive management items, quality deficiency report programs, and the Air Force Repair Enhancement Program.</p>	

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Air Requirements:

(1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.

(2) NGB Form 34-1 dated 5 November 2010 located on our HRO website at [http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1\(2\).pdf](http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1(2).pdf) under FORMS (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.

Find the form at: <http://www.wv.ngb.army.mil/jobs/>

(3) Copy 4 (**Member Copy**) of all previously issued DD 214s.

(4) Point Credit Summary from VMPF. <http://w11.afpc.randolph.af.mil/vs/>

(5) Weight verification within the last 30 days by Medical Squadron personnel.

(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.

(7) Report of Individual Fitness certified by Unit Fitness Monitor (within 1 year).

(8) Must submit last three Enlisted Performance Reports (AGR Members Only).

(9) MPA Tour Orders (if applicable).

(10) ASVAB Scores

**** Please scan to one file before emailing****

REMARKS: Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

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HOW TO APPLY: Application may be scanned to one file and emailed to NG.WV.WVARNG.MBX.HRO-AGR@MAIL.MIL OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered.** DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. **Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6679 or DSN: 623-6679.**

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.



A. KAY PAHL

Civ, GS, WVNG

Human Resource Officer