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: 16-077	**Opening Date:** 7 July 2016 **Closed Date:** 8 August 2016

DUTY LOCATION: 167th AW, Martinsburg, WV 25405

UNIT OF ASSIGNMENT: 167th AW, Martinsburg, WV 25405

FULL TIME SUPPORT POSITION: Command and Control Specialist

MILITARY DUTY TITLE: Command and Control Specialist

MINIMUM GRADE AUTHORIZED E-5 **MAXIMUM GRADE AUTHORIZED: E-6**	**AFSC:1C3X1**

AREA OF CONSIDERATION: Open to all members of the 167th AW
****THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES****

Duties include but are not limited to: Manages and performs activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations centers, rescue coordination centers, and Combatant Command and Major Command (COCOM/MAJCOM) command centers. Provides command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war. Receives and relays C2 instructions and records; collects, processes, and submits manual and automated data products. Disseminates time-sensitive critical information to senior leaders and support agencies. Establishes procedures for operational reports and defense readiness reporting systems. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Supports chemical, biological, radiological, nuclear, and explosive (CBRNE), and conventional warning and reporting activities. Ensures compliance with operations center and CP policies and procedures. Supervise/Manage a team of 12 personnel covering multi-shift command and control operations.

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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 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.

For PAHL ANITA
Civ, WVNG
Human Resource Officer