



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/>

<b>Announcement Number:</b> 17-02	<b>Opening Date:</b> 4 November 2016 <b>Closed Date:</b> 18 November 2016
<p><b>DUTY LOCATION:</b> 167<sup>th</sup> AW, Martinsburg, WV 25405</p> <p><b>UNIT OF ASSIGNMENT:</b> 167<sup>th</sup> AW, Martinsburg, WV 25405</p> <p><b>FULL TIME SUPPORT POSITION:</b> Support Services Supervisor</p> <p><b>MILITARY DUTY TITLE:</b> Support Services Supervisor</p>	
<p><b>MINIMUM GRADE AUTHORIZED:</b> E-8</p> <p><b>MAXIMUM GRADE AUTHORIZED:</b> E-9</p>	<p><b>AFSC:</b> 3S0X,3M0X1, or 3S2X1  <b>Must have AFSC</b>  <b>This is not a cross-training opportunity</b></p>
<p><b>AREA OF CONSIDERATION:</b> Open to <b>ON BOARD AGR's</b> of the 167<sup>th</sup> AW  <b>**THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</b></p>	
<p><b>Duties include but are not limited to:</b> Manages functions and activities associated with personnel and manpower and organization (MO). CEM codes in many cases are made up of a series of existing superintendent specialties where the degree of supervisory and managerial task involvement permits expanded resource use. As chief enlisted managers, chief master sergeants will be subject to working in a variety of similar jobs and functional areas where their general managerial and supervisory abilities can be most effectively used and challenged.</p> <p>CEM codes in many cases are made up of a series of existing superintendent specialties where the degree of supervisory and managerial task involvement permits expanded resource use. As chief enlisted managers, chief master sergeants will be subject to working in a variety of similar jobs and functional areas where their general managerial and supervisory abilities can be most effectively used and challenged.</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).

**\*\* 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.

**HOW TO APPLY:** Application may be scanned to one file and emailed to [NG.WV.WVARNG.MBX.HRO-AGR@MAIL.MIL](mailto:NG.WV.WVARNG.MBX.HRO-AGR@MAIL.MIL) OR mail to HRO-AGR, 1703 Coonskin Dr.,

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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