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: 16-063	**Opening Date:** 25 March 2016 **Closed Date:** 25 April 2016

DUTY LOCATION: 167th AW, Martinsburg, WV 25405

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

FULL TIME SUPPORT POSITION: Security Forces Craftsman

MILITARY DUTY TITLE: Security Forces Craftsman

MINIMUM GRADE AURTHORIZED: E-6 **MAXIMUM GRADE AUTHORIZED: E-7**	**AFSC:3P0X1** **Must have AFSC** **This is not a cross-training opportunity**

AREA OF CONSIDERATION: Open to all members of the 167th AW

****THIS POSITION IS FENCED****

****THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES****

Duties include but are not limited to: Performs force protection duties, including the use of deadly force, to protect personnel and resources. Provides armed response and controls entry. Detects and reports the presence of unauthorized personnel and activities. Implements the security reporting and alerting system. Enforces standards of conduct, discipline, and adherence to laws and directives. Directs vehicle and pedestrian traffic. Investigates motor vehicle accidents, crimes and incidents. Apprehends and detains suspects. Searches persons and property. Secures crime and incident scenes. Collects, seizes and preserves evidence. Conducts interviews of witnesses and suspects. Obtains statements and testifies in official judicial proceedings. Responds to disaster and relief operations. Operates communications equipment, vehicles, intrusion detection, and other special purpose equipment. Applies self-aid and buddy care and life saving procedures, including CPR. Participates in both peacetime and contingency deployments. Is subject to uncommon tours of duty, rotational post and shift assignments, and potential exposure to hazardous chemicals and noise. May be required to provide assistance the squadron leadership, as determined and directed, in the day-to-day full time management, direction, and administration of the security forces squadron. This includes assisting in the planning, preparation, coordination, and/or work effort involved in any Force Protection and Security

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Programs. Identifies shortfalls and deficiencies, makes recommendations for their resolution or takes action as appropriate. Remains up-to-date on unit initiatives, projects, and work efforts for the purpose of assisting leadership. Remains up-to-date on program initiatives, projects, and work efforts for the purpose of assisting or temporarily assuming the program functions, as required.

Provides other specialized and auxiliary security forces functions as required. Performs other duties as directed or required in support of the security forces squadron, security programs, parent wing, and higher headquarters. Provides assistance and information, and conducts special projects and details. Attends, arranges, and assists in conducting meetings, briefings, and workshops for the purpose of gaining or providing information and resolving work issues and problems. Performs other security, law enforcement, and security forces duties as directed. As required, participates in training, exercises, and evaluations, maintains proficiency/certification/qualification on duty positions, required equipment and vehicles, and prescribed weapons which may include the M-4 rifle and the M-9 Pistol. Medical/Physical Effort/Working Conditions: Work is generally performed in field conditions as well as office environment. Normal everyday risks are encountered in going to and from office buildings and in traveling by military and commercial transportation while performing duties. Special physical effort or ability is required to perform the work and conduct combat agility drills, also known as physical readiness training for combat enhancement of both technical proficiency and mental/physical fitness.

Knowledge of a broad range of security forces, force protection/antiterrorism, security, law enforcement, policies, instructions, specialties, concepts, principles, criteria, requirements, technology, and practices to independently make decisions and recommendations and manage areas of responsibility. Knowledge and ability to effectively utilize computer systems, programs, and products.

Able to read and understand written and oral directives and guidance, and skill in oral and written communication methods and techniques at various levels and venues. Ability to effectively manage and organize various program activities and tasks, singularly and together, and familiar with Air Force, ANG and local administrative requirements. Skill in handling, using, and qualifying with various types of small arms weapons and able to be armed for duty.

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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) ASAB 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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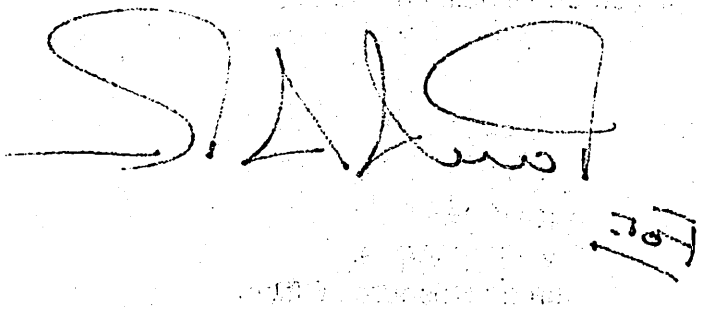
HOW TO APPLY: Application may be scanned to one file and emailed to **NG.WV.WVARNG.MBX.HRO-AGR@MAIL.MIL**OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required 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. A.KAY PAHL
Civ, GS, WVNG
Human Resource Officer

AIR NATIONAL GUARD



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