



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: 13-31	Opening Date: 1 February 2013 Closed Date: 28 February 2013
<p>DUTY LOCATION: 167th AW, Martinsburg, WV 25405</p> <p>UNIT OF ASSIGNMENT: 167th AW, Martinsburg, WV 25405</p> <p>FULL TIME SUPPORT POSITION: Force Support Squadron Superintendent</p> <p>MILITARY DUTY TITLE: Supervisor Human Resources Technician</p>	
<p>MAX GRADE AUTHORIZED: E-7 promotable to E-9</p>	<p>AFSC: 3SXXX, 3MXXX</p>
<p>AREA OF CONSIDERATION: Open to full time onboard TECH/AGR personnel only</p> <p>**THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</p>	
<p>Duties include but are not limited to: 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>	

Announcement Number: 13-31 Opening Date: 1 February 2013 Closed Date: 28 February 2013

DUTY LOCATION: 167th AW, Martinsburg, WV 25405

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

FULL TIME SUPPORT POSITION: Force Support Squadron Superintendent

MILITARY DUTY TITLE: Supervisor Human Resources Technician

MAX GRADE AUTHORIZED:
E-7 promotable to E-9

AFSC: 3SXXX, 3MXXX

HOW TO APPLY: Application may be scanned and emailed to ifhqvw.j1hro.agr@us.army.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.**

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).

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.

Announcement Number: 13-31

Opening Date: 1 February 2013 Closed Date: 28 February 2013

DUTY LOCATION: 167th AW, Martinsburg, WV 25405

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

FULL TIME SUPPORT POSITION: Force Support Squadron Superintendent

MILITARY DUTY TITLE: Supervisor Human Resources Technician

MAX GRADE AUTHORIZED:
E-7 promotable to E-9

AFSC: 3SXXX, 3MXXX

HOW TO APPLY: Application may be scanned and emailed to jfhgwv.j1hro.agr@us.army.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 THE ADJUTANT GENERAL:


PAIGE P. HUNTER
Col, WWANG
Human Resource Officer