



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: 16-96	Opening Date: 29 September 2016 Closed Date: 28 October 2016
<p>DUTY LOCATION: 167th AW, Martinsburg, WV 25405</p> <p>UNIT OF ASSIGNMENT: 167th AW/MXS</p> <p>FULL TIME SUPPORT POSITION: Commander Support Staff for MXS</p> <p>MILITARY DUTY TITLE: Commander Support Staff for MXS</p>	
<p>MINIMUM GRADE AUTHORIZED: E-4</p> <p>MAXIMUM GRADE AUTHORIZED: E-7</p>	AFSC: 3S0X1
<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 Organizes and administers the military human resource programs for the unit. Provides advice, counsel and assistance to the commander and unit staff pertaining to military human resources administration. Interprets, and implements applicable major command, National Guard and state regulations, instructions, policies and precedents pertaining to the full range of military human resources actions.</p> <p>Manages the staffing, classification, assignment, and utilization of personnel in accordance with unit manning documents. Accomplishes a large variety of military human resources transactions which may include assisting with appointment applications, re-enlistments, separations actions, recommendations for promotions, recommendations for awards and decorations, duty assignments, transfers, officer and enlisted evaluations, security clearances, retirements, casualty affairs, fitness program, payroll actions, etc. Provide assistance and information to affected personnel at all levels to complete such transactions. Ensures that all required supporting data is captured and appropriately archived to allow recovery. May be required to support unit</p>	

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deployments, i.e. establish and maintain deployment folders, assist with completion of passport applications, publication of special orders, etc.

Provides counseling to current and potential members. Provides information to members on benefits and entitlements, career and incentive programs, retirement, and other benefits. Provides assistance to dependents concerning benefits and entitlements. Ensures all necessary application forms are completed and forwarded to the host MPF and Retention Office Manager (ROM) for processing. Performs all military human resources work relating to unit deployment requirements including address changes, assist with completion of passport applications.

Assesses individual career development needs and recommends course of action options to meet individual goals. Advises members on self-development activities and explains eligibility requirements and regulatory requirements.

Provides advice and guidance to supervisors and members on identifying training needs, training opportunities, and sources of needed training.

Researches and answers inquiries concerning available education or training opportunities and clarifies eligibility requirements and application procedures. Provides guidance to supervisors in creating or updating individual's training plans and assists with planning job-related career development activities for members.

Provides assistance on various accounting and finance issues. Assist members with military and travel pay issues, problems, and matters relative to temporary duty, basic military training, technical training, annual training, special training, and other active duty requiring special orders. Performs internal staff visits.

May perform Resource Advisor and Workday management duties.

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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.

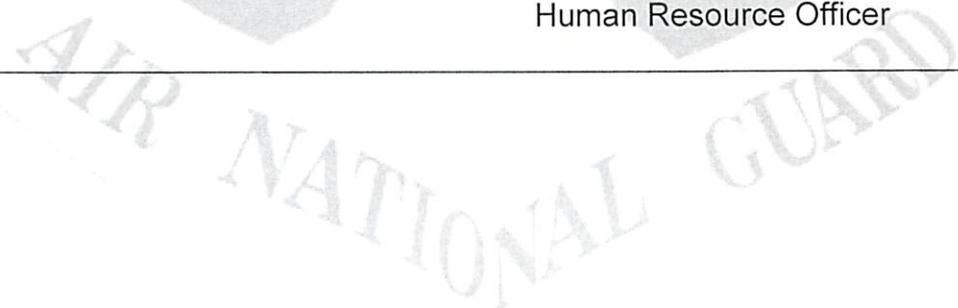
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HOW TO APPLY: Application may be scanned to one file and emailed to NG.WV.WVARNG.MBX.HRO-AGR@MAIL.MIL OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for 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.


 For A.KAY PAHL
 Civ, GS, WVNG
 Human Resource Officer



DATE: 10/10/2001

RE: [Illegible]

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For

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