



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: 17-04	Opening Date: 28 October 2016 Closed Date: 28 November 2016
<p>DUTY LOCATION: 167th AW, Martinsburg, WV 25405</p> <p>UNIT OF ASSIGNMENT: 167th AW, Martinsburg, WV 25405</p> <p>FULL TIME SUPPORT POSITION: Wing Administrative Assistant</p> <p>MILITARY DUTY TITLE: Wing Administrative Assistant</p>	
<p>MINIMUM GRADE AUTHORIZED: E-6 MAXIMUM GRADE AUTHORIZED: E-7 Promotion Potential to E8</p>	AFSC: 3A1X1 or 3S0X1
<p>AREA OF CONSIDERATION: Open to members of the WV Air National Guard **THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</p>	
<p>Duties include but are not limited to:</p> <p>. This position is located in the Wing Commander's Office. The purpose of the position is to provide technical and administrative assistance for programs within the Wing Commander's area of responsibility. This support is provided to the Wing Commander, Vice Commander, Wing Executive Staff Officer, and Wing Command Chief.</p> <p>--Oversees the Enlisted and Officer Evaluation Program. Monitors suspense dates for submission of Enlisted and Officer Performance Reports (EPRs/OPR's) to the Vice Commander and Wing Executive Staff Officer. Reviews EPRs/OPR's for accuracy prior to signature by the command element. Coordinates extension of established suspense dates with the Force Support Squadron. Provides the Wing Commander with status of all EPRs/OPR's and provides assistance to subordinate units when necessary.</p> <p>--Maintains and administers multiple support budgets for the Wing Commander's Office. Maintains all files and records. Receives, inputs, monitors, and records all expenditures. Receives, obligates and disperses funds for accounts. Reconciles and audits accounts. Prepares and submits required reports. Resolves problems, issues, and conflicts within the budgets. Sets up controls to monitor expenses during the year and recommends budget adjustments. Serves as a Government</p>	

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Purchase Card clerk for Headquarters (HQ). Works with HQ resource Advisor to maintain receipts and other documentation. Orders and receives supplies for HQ.

- Processes orders for the section, to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Reconciles the orders process with the workday accounting program to ensure validation of orders requirements to include workday management. All transactions are tracked and recorded for reconciliation and audit. Prepares and submits required budget reports.**
- Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management, and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.**
- Reviews incoming correspondence, publications, regulations, and directives, which may affect the supervisor, or programs within the supervisor's purview. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format, policy, and procedural adherence. Maintains office files of correspondence, directives, regulations, and other information.**
- Provides for control of all classified documents for the Command Administrative Office. Ensures that documents are properly logged and safeguarded. Acts as the Functional Area Records Manager and the Records Custodian. Maintains and protects sensitive and/or FOUO personnel records and documents.**
- Human Resources. Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.**
- Executive Support. Provides executive administrative support to Wing Commander, Vice Commander, and Command Chief Master Sergeant to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event**

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locations, coordinates mementos, and manages guest lists. Controls access to the Wing Commander and/or Vice Commander. Maintains their calendar and schedule of appointments. Makes all necessary arrangements for conferences and meetings. Receives visitors and telephone calls for the Wing Commander and/or Vice Commander. Maintains strict confidentiality of all communication and personnel/documentation as required.

--Postal and Official Mail. Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Prepares and receives incoming/outgoing mail from military or commercial carrier and ensures proper receipt and accountability. Operates Official Mail Center and prepares/distributes organizational mail.

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****

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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 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.**

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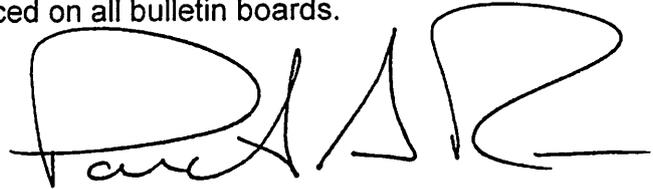
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Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.



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