



**DEPARTMENT OF THE ARMY & AIR FORCE  
WEST VIRGINIA ARMY AND AIR NATIONAL GUARD  
HUMAN RESOURCE OFFICE  
1703 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1085**



**ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT**

<http://www.wv.ng.mil/HRO/>

<b>Announcement Number:</b> 24-062	<b>Opening Date:</b> 21 March 2024 <b>Closed Date:</b> 21 April 2024
<b>UNIT OF ASSIGNMENT:</b> 130 <sup>th</sup> Maintenance Squadron <b>DUTY LOCATION:</b> 130 <sup>th</sup> Airlift Wing, Charleston, WV 25311  <b>FULL TIME SUPPORT POSITION:</b> Munitions Systems <b>MILITARY DUTY TITLE:</b> Munitions Systems	
<b>For more information about this position or the Unit of Assignment, please call:</b> Section Supervisor: Lt Col Timothy Street, 304-341-6674 / DSN 366-6674	
<b>MIN GRADE AUTHORIZED TO APPLY:</b> E-5  <b>MAX GRADE AUTHORIZED TO APPLY:</b> E-6	<b>POSITION GRADE:</b> E-6  <b>POSITION AFSC:</b> 2W0X1 This is not a cross-training opportunity
<p align="center"><b><u>AREA OF CONSIDERATION</u></b></p> <p align="center">Nationwide</p> <p align="center"><b>**THIS VACANCY AND GRADE IS BASED ON THE AVAILABILITY OF RESOURCES**</b></p>	
<p align="center"><b><u>DESCRIPTION OF DUTIES AND RESPONSIBILITIES</u></b></p>	
<p><b>Summary Specialty:</b>          Responsible for safety, security, and accountability of all nonnuclear munitions and related components. Performs and manages munitions production and materiel tasks and activities. Identifies munitions and equipment requirements. Operates and maintains automated data processing equipment (ADPE) to perform inspection, testing, and stockpile management activities. Stores, maintains, assembles, issues, and delivers assembled nonnuclear munitions. Routinely demilitarizes nonhazardous munitions. Operates and maintains munitions materiel handling equipment (MMHE). Develops and implements munitions materiel management concepts and procedures. Complies with explosive, missile, and ground safety, security, and environmental directives and practices. Identifies munitions by filler, color code, marking, or physical characteristics. Receives, stores, handles, and transports nuclear weapons.</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>Tests, assembles, and processes nonnuclear munitions. Prepares munitions for loading on aircraft. Checks safe and arm mechanisms. Installs warheads, guidance units, fuses, arming wires, squibs, strakes, wings, fins, control surfaces, and tracking flares. Processes aircraft gun ammunition. Maintains and reconditions munitions and MMHE. Reconditions, repairs, and replaces defective or missing parts. Maintains operational or bench stock materiel and secures replenishment. Modifies munitions and MMHE when directed. Inspects munitions for serviceability and applies munitions product assurance procedures. Installs spotting charges in bombs. Processes ammunition. Inspects ammunition, components, and containers for defects. Prepares documentation indicating identification and quantity of assets. Performs routine demilitarization of nonexplosive munitions items. Repackages munitions and applies container markings.</li> </ol>	

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2. Receives, stores, handles, and transports nonnuclear munitions via multiple modes (air, sea, land). Unloads and unpacks munitions. Checks shipping documents for accuracy. Delivers munitions to assembly, storage, or maintenance areas. Prepares munitions for shipment. Determines and maintains storage facilities, reports, safety, and security requirements. Performs inspections and maintains inspection and storage records. Issues nonnuclear munitions. Performs operator maintenance on munitions vehicles and equipment. Performs munitions materiel management and materiel accounting functions. Performs and oversees management and procedural application of manual and automated positive inventory control. Determines inventory control actions. Conducts inventories and corrects discrepancies. Accomplishes requisitioning actions and maintains due-in, due-out, and status files. Maintains source document control and ensures validity and completeness. Recommends system and program changes to data processing methods. Develops and maintains stock level data. Monitors excess munitions programs. Prepares reports. Operates and maintains ADPE for munitions accounting, reporting, and status configuration. Coordinates with maintenance activities on repairable munitions components. Obtains material for equipment modifications, periodic component exchange, and maintenance. Receives, stores, handles, and transports nuclear weapons.

3. Establishes and evaluates performance standards, maintenance controls, and work procedures. Computes data to support financial planning and programming. Analyzes and validates munitions host-tenant and interservice munitions support agreements and plans. Develops methods and techniques to maintain and recondition munitions and handling equipment. Evaluates munitions account condition, identifies deficiencies, and initiates corrective actions. Ensures compliance with policies, directives, and procedures. Evaluates munitions equipment maintenance. Evaluates procedures for assembling, renovating, and storing munitions; and procedures for demilitarization of nonexplosive munitions. Provides status information and expected completion dates. Analyzes mission effectiveness, program requirements, and stock control levels, and validates requirements. Analyzes stockpile requirements to determine type and quantity of munitions facilities needed to safely store, inspect, maintain, and secure munitions assets.

### **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM**

- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold required AFSC and meet all eligibility criteria in the AFECD.

### **APPLICATION 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 11 November 2013 located on our HRO website at <http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf> under APPLICATIONS FOR EMPLOYMENT (**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.ng.mil/hro/>

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- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s
- (4) Point Credit Summary from VMPF. <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
- (5) Weight verification by Medical Group personnel within 30 days of the closing date of the announcement
- (6) Current AF Form 422, Physical Profile Serial Report
- (7) Report of Individual Fitness Status from MyFSS/MyFitness (Member must have a current (within 12 months of the closing date of the announcement), passing fitness score to certify for this position)
- (8) Must submit last three Performance Reports
- (9) Report on Individual Personnel (RIP)
  - RIP can be obtained from the virtual MPF (vMPF)
  - Select 'Record Review', and then 'Print/View All Pages'

### ADDITIONAL INFORMATION

- Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 21 April 2022. 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.
- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of West Virginia are governed by The Adjutant General.
- Initial tours will be 3 years. Follow-on tours will be from 1 to 6 years per ANGI 36-101.
- To be considered for this position, you must meet all minimum AFSC requirements.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the background check.

### APPLICATION SUBMISSION INSTRUCTIONS

- Application must be scanned into **ONE** pdf file and emailed to [NG.WV.WVARNG.LIST.HRO-AGR@ARMY.MIL](mailto:NG.WV.WVARNG.LIST.HRO-AGR@ARMY.MIL). **If you have email issues with this email address, please use [leila.r.crawford2.mil@army.mil](mailto:leila.r.crawford2.mil@army.mil)**
- Applicant must type or print in legible dark ink, sign and date the application, or digitally sign on the new form versions.
- Include the announcement number and position title on your application.
- All applicants must fully complete section IV—personal background questionnaire of the NGB FORM 34-1.
- Use section V – continuation/remarks to fully explain any "YES" answers, (except 9 & 10)
- A current passing fit test will suffice for a "YES" response to question 17.

**Applications must be received by 11:59 p.m. on the closing date. Failure to submit all required documents by 11:59 p.m. on the closing date will cause your application to be disqualified. 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) 561-6789 or DSN: 623-6789.**

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, websites, and all other available areas to publicly disseminate this information.

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