



**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/>

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| <b>Announcement Number: 25-080</b>  | <b>Opening Date:</b> 15 April 2025<br><b>Closed Date:</b> 1 May 2025    |
| <b>UNIT OF ASSIGNMENT:</b> 167 <sup>th</sup> Medical Group (MDG)<br><b>DUTY LOCATION:</b> 167 <sup>th</sup> AW, Martinsburg, WV 25405<br><br><b>FULL TIME SUPPORT POSITION:</b> Bioenvironmental Engineer Technician<br><b>MILITARY DUTY TITLE:</b> Bioenvironmental Engineer Specialist  |   |
| <b>For more information about this position or the Unit of Assignment, please call:</b><br>Section Supervisor: Mr. Travis Massey, 304-616-5398 / DSN: 242-5398  |   |
| <b>MIN GRADE AUTHORIZED TO APPLY:</b> E-5   | <b>POSITION GRADE:</b> E-7  |
| <b>MAX GRADE AUTHORIZED TO APPLY:</b> E-7   | <b>POSITION AFSC:</b> 4B071<br>This is not a cross-training opportunity |
| <p><b><u>AREA OF CONSIDERATION</u></b></p> <p>Open to all members of the West Virginia National Guard or Nationwide</p> <p><b>**THIS VACANCY AND GRADE IS BASED ON THE AVAILABILITY OF RESOURCES**</b></p>  |   |
| <b><u>DESCRIPTION OF DUTIES AND RESPONSIBILITIES</u></b>  |   |
| <p><b>Summary Specialty:</b><br/>         Perform and manage occupational and environmental health-related activities to include anticipating, recognizing, evaluating, and controlling exposure(s) to chemical, biological, and radiological hazards in garrison and deployed settings. Perform health risk assessments by monitoring and sampling to identify and quantify chemical, biological, radiological, and nuclear hazards. Provide expert health risk communication to support commander's decision making and to prevent short- and long-term health effects to all personnel residing and/or working on the installation. Related DoD Occupational Subgroup: 132200.</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Conduct preventative medicine studies in support of base vulnerability assessments (i.e. water and toxic industrial chemicals/toxic industrial materials). Coordinate with the base Anti-Terrorism/Force Protection Office, Civil Engineering, Security Forces, and other applicable Air Force Medical Service counterparts to locate and identify critical infrastructure and components and develop a mitigation plan. Use existing sources of intelligence to identify potential future threats. Assess overall vulnerabilities and provide recommendations to commanders to minimize health risk(s) to base personnel and mission.</li> <li>2. Identify and approve potable and non-potable water sources. Analyze local surface and ground water sources to determine the potability for both drinking and recreational purposes. Address health risks associated with non-potable water and communicate effective solutions to address potential health concerns.</li> <li>3. Execute Occupational &amp; Environmental Health Site Assessments. Collect site-specific data to characterize exposure pathways and levels to chemical, physical or radiological contaminants while in garrison and deployed. Identify occupational &amp; environmental health hazards and risks that may negatively impact health, human performance, and environmental health quality and communicate/advise the commander(s) and key site planning leadership of assessment</li> </ol> |   |

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

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results for use in site selection and site bed down planning in all operational environments. Document occupational & environmental health site assessment findings in the approved occupational & environmental health-management information system.

4. Respond to accidents, natural disasters, and attack by hostile forces that may result in exposure(s) to occupational & environmental health threats. Perform on-site health risk assessments within potential exposure zone(s), communicate health risk(s) to the commander, and document information regarding exposure(s) in an approved occupational & environmental health-management information system.

5. Identify health hazards to all personnel residing and/or working on the installation. Anticipate and recognize actual or potential chemical, biological, radiological, nuclear and physical health threats. Collaborate with civil engineering and other base personnel to locate and identify hazards from occupational, environmental, and recreational sources. Analyze and evaluate actual or potential health threats using available equipment.

6. Coordinate with certified laboratories to collect, preserve, package, and ship samples associated with an emergency response in garrison or while deployed.

7. Conduct post-exposure investigations. Use analytical or predictive exposure modeling data to mitigate or eliminate health risks during future operations or other similar and concurrent operation by making recommendations to commanders.

8. Provide control recommendations to mitigate or eliminate occupational & chemical, biological, radiological, or nuclear health threats. Apply the hierarchy of hazard control- first apply/use engineering controls, then apply/use administrative controls and lastly, recommend personal protective equipment.

9. Determine protective measures in chemical, biological, radiological, and nuclear operating environments. Provide relevant threat control recommendations to the commander with respect to real-time and future operations. Consult with shelter management teams to determine the adequacy of collective protection for controlling health threats and perform health risk assessments to determine when to release personnel from collectively protected facilities.

10. Associate exposure(s) with affected personnel. Document exposures of affected individuals and at-risk populations using the approved occupational & environmental health- management information system (i.e. the Defense Occupational and Environmental Health Readiness System in order to establish an individual longitudinal exposure record).

11. Participate in risk management/communication. Advise senior leadership and affected communities on health risks associated with operations and missions, the environment, and recreational activities. Effectively communicate on health effects, control measures, and outcomes.

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

- Must be a member or eligible to become a member of the West Virginia Air National Guard.
- 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 or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECD/AFOCD.
- Minimum ASVAB Score Required: A minimum ASVAB score of 49 in the General section is required.

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## APPLICATION REQUIREMENTS

### **Air Service Members:**

(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/>

(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 within the last 30 days by Medical Group personnel.

(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.

(7) Report of Individual Fitness Status from MyFSS/MyFitness. (Member must have a current, passing fitness score in order to certify for this position.)

(8) Must submit last three Performance Reports. (If you do not have 3 you must submit a signed memorandum with the reasoning)

(9) Report on Individual Personnel (RIP) **Documents must show your ASVAB scores**

- RIP can be obtained from the virtual MPF (vMPF)
- Select 'Record Review', and then 'Print/View All Pages'

### **Army Service Members:**

(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.ngb.army.mil/jobs/AGR/ngb34-1\(1\).pdf](http://www.wv.ngb.army.mil/jobs/AGR/ngb34-1(1).pdf) under FORMS (**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) Recent NGB 23B

(5) Height/Weight Memo from Commander within the last 30 Days

(6) Individual Medical Readiness Report (IMR)

(7) DA 705 – Must be within the last 12 Months (Member must have a passing score in order to certify for this position.)

(8) Must submit last three Evaluation Reports.

(9) Current Record Brief dated within the last 6 months

## ADDITIONAL INFORMATION

- 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.
- 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.
- 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 to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFECDD Attachment 4, contact your servicing MPF. You have the option to retake the test. You must schedule your test date and receive your new scores prior to the announcement closing date.
- 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 check.

## APPLICATION SUBMISSION INSTRUCTIONS

### **READ THIS SECTION COMPLETELY!!**

- Application must be scanned into **ONE** pdf file (do not send a portfolio) 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 [bethanny.l.johnson.civ@army.mil](mailto:bethanny.l.johnson.civ@army.mil)**
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** 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 MIDNIGHT of the closing date. Failure to submit all the required documents by End of Day on the closing date will cause your application to be disqualified, and it will not be considered. 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) 561-6425 or DSN: 623-6425.**

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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