



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/>

**Announcement Number: 25-133**

**Opening Date:** 26 September 2025

**Closed Date:** 24 October 2025

**UNIT OF ASSIGNMENT:** WVANG Headquarters

**DUTY LOCATION:** 1679 Coonskin Dr, Charleston, WV 25311

**FULL TIME SUPPORT POSITION:** Talent and Acquisition Superintendent

**MILITARY DUTY TITLE:** Talent and Acquisition Superintendent

**For more information about this position or the Unit of Assignment, please**

**call:** Section Supervisor: Capt. Benjamin A. Smith, 304-616-5070/ DSN: 242-5070

**MIN GRADE AUTHORIZED TO APPLY:** E-7

**POSITION GRADE:** E-8

**MAX GRADE AUTHORIZED TO APPLY:** E-8

**POSITION AFSC:** 3G091

This is not a cross-training opportunity

**AREA OF CONSIDERATION**

Nationwide

**\*\*THIS VACANCY AND GRADE IS BASED ON THE AVAILABILITY OF RESOURCES\*\***

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

**Summary Specialty:**

Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force.

**Duties and Responsibilities:**

1. Conducts and manages recruiting programs. Responsible for interviewing, screening, testing, and evaluating applicants from various sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for enlistment and commissioning. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective applicants. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements.
2. Provides marketing support to assigned recruiters. Develops marketing information sources such as employment agencies, driver's license and job advertise lists, high school and college student lists and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Plans and conducts recruiter training to include specialty marketing equipment and hands-on television and radio station spots. Conducts training and evaluates recruiters' oral and film presentations to target audiences at high school and college campuses. Assists the operations flight commander in the management of the advertising and community relations budget.

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

**\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\***

3. Develops and oversees publicity programs. Plans, directs, and evaluates sales promotional projects using media such as direct mail, press, radio, and television presentations. Writes, copy, and edits simple news stories and photograph captions. Prepares and monitors enlisted accessions recruiters' presentations of Air Force orientations to civic, social, educational and student organizations.
4. Develops and oversees community relations programs. Plans, organizes, and provides support for recruiter special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials, and sporting events. Develops Air Force media products to maintain liaison with media outlets, civic groups, and local organizations in support of recruiting objectives.
5. Performs MEPS liaison and production management duties. Ensures proper coordination between the Air Force and MEPS commander and proper scheduling of Air Force applicants to the MEPS is accomplished. Assists in obtaining the initial classification for Air Force applicants. Coordinates on recruiting operational matters and interprets recruiting directives for assigned units. Runs reports, conducts data analytics, and reports key production indicators to leadership. •
6. The RRSEL will be responsible for the managerial oversight of their state's recruiting and retention programs.
7. Reports directly to the State Recruiting and Retention Commander or OIC.
8. For selection into the position, member must have at a minimum three years' experience as an 8R200 or 8R300.
9. Plans and supervises development of advertising recruiting vacancies and promotion packages for recruiting force.
10. Directly supervises Retention Office Managers, Recruiting and Retention Non-Commissioned Officer, Logistics and Communication Support NCO, Resource Advisor and Recruiting Administration staff.
11. Establish performance requirements for RRNOC(s) and ROM provide performance feedback, and annual performance appraisals.
12. Ensure adequate funding, training, advertising and logistical support is allocated for the successful operation of the recruiting and retention operations.
13. Manages fiscal year facility programs, coordinating with the US Army Corps of Engineers (USCORE).
14. Monitor and evaluate unit strength throughout the State to determine SM trends and provide recommendations for improvement.
15. Provides oversight on Government Services Administration vehicle fleet.
16. Maintains balanced budget, coordinates spending authority with supporting finance offices and squadrons
17. Directs administrative support functions within the recruiting force, ensures vacancy management and talent marketplace are maintained by recruiting administration team.

#### **Specialty Requirements:**

1. Knowledge. Understanding of the organization, mission, and accession policies of the United States Air Force is mandatory.
2. Training. 3.3.1. 3G011. Completion of the Basic Recruiting Course is mandatory.
3. Must be qualified in a valid Air Force Specialty Code (AFSC) and possess the appropriate skill level commensurate with grade/rank.

#### **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.

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- 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 AFECDA/AFOCD.

## **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**

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

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- 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 AFEC D 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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