



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: 26-028

Opening Date: 18 December 2025

Closed Date: 11 January 2026

UNIT OF ASSIGNMENT: 167 Airlift Squadron

DUTY LOCATION: 167th Operations Group, 222 Sabre Jet Blvd, Martinsburg, WV, 26155

FULL TIME SUPPORT POSITION: C-17 Instructor Pilot

MILITARY DUTY TITLE: C-17 Instructor Pilot

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

Section Supervisor: Col Randall Wright, 304-616-5254 / DSN: 242-5254

MIN GRADE AUTHORIZED TO APPLY: O-5

POSITION GRADE: O-5

MAX GRADE AUTHORIZED TO APPLY: O-5

POSITION AFSC: 011M3K

This is not a cross-training opportunity

AREA OF CONSIDERATION

Statewide

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

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Summary Specialty:

Instructs or evaluates pilots in C-17A aircraft and commands crews to accomplish tanker, airlift, training, and other missions. Performs administrative duties as assigned by the commander.

Duties and Responsibilities:

1. Plans and prepares for strategic airlift missions and training. Reviews mission tasking, intelligence, and weather information. Supervises mission planning, preparation, filing a flight plan, and crew briefing. Ensures aircraft is pre-flighted, inspected, loaded, equipped, and manned for mission.
2. Pilots aircraft and commands crew. Operates aircraft controls and equipment. Performs, supervises, or directs navigation, in-flight refueling, and cargo and passenger delivery.
3. Conducts or supervises training of crewmembers. Ensures operational readiness of crew by conducting or supervising mission specific training.
4. Develops plans and policies, monitors operations, and advises commanders. Assists commanders and performs staff functions related to this specialty.

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

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

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Applicant must be a current member of the West Virginia Air National Guard or eligible to join.
- 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

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.
- (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

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(6)Individual Medical Readiness Report (IMR)

certify for this

(7)DA 705 – Must be within the last 12 Months (Member must have a passing score in order to position.)(8)Must submit last three Evaluation Reports.(9)Current Record Brief dated within the last 6 months

ADDITIONAL INFORMATION

- 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.
- 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

READ THIS SECTION COMPLETELY!!

- Application must be scanned into **ONE** pdf file and emailed to 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**
- 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 Officer 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 COMM: (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.

ADDITIONAL INFORMATION

Specialty Requirements:

1. **Knowledge.** Knowledge is mandatory of theory of flight, air navigation, meteorology, flying directives, aircraft operating procedures, and mission tactics.
2. **Education.** For entry into this specialty, undergraduate degree specializing in physical sciences, mathematics, administration, or management is desirable.
3. **Training.** The following training is mandatory as indicated: 3.3.1. For entry into this specialty, completion of Air Force Specialized Undergraduate Pilot Training (SUPT). For award of AFSC 11M2X, completion of transition and operational training in the suffix specific aircraft.
4. **Experience.** For upgrade to AFSCs 11M2X/3X, unit commander determines proficiency based on performance, experience, and completion of minimum training requirements.

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