



**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: 26-115</b>	<b>Opening Date:</b> 10 June 2026 <b>Closed Date:</b> 10 July 2026
<b>UNIT OF ASSIGNMENT:</b> 167 Airlift Squadron <b>DUTY LOCATION:</b> 167 Airlift Wing Martinsburg, WV 25405  <b>FULL TIME SUPPORT POSITION:</b> C-17 Aircraft Loadmaster (2 Vacancies) <b>MILITARY DUTY TITLE:</b> C-17 Aircraft Loadmaster	
<b>For more information about this position or the Unit of Assignment, please call:</b> Section Supervisor: CMSgt Charlie Moore, 304-616-5873	
<b>MIN GRADE AUTHORIZED TO APPLY:</b> E-4	<b>POSITION GRADE:</b> E-7
<b>MAX GRADE AUTHORIZED TO APPLY:</b> E-7	<b>POSITION AFSC:</b> 1A2X1 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</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>          Accomplishes pre-flight and post-flight of aircraft and aircraft systems. Receives cargo/passenger load briefings, checks placement of cargo/passengers against aircraft limitations/restrictions, determines adequacy of cargo documentation. If required, services aircraft (i.e. fuel, water, and hydraulics) and creates load plans for cargo and passengers. Supervises cargo/passenger loading and offloading activities. Determines cargo placement and restraint requirements and directs and checks the placement of restraint equipment. Computes aircraft weight and balance. Demonstrates use of aircrew flight equipment. Accomplishes passenger comfort activities during flight. Performs aircrew functions and other mission specific qualification duties. Some missions require non-standard configurations and penetration into hostile/denied territories undetected utilizing night vision devices and terrain, following procedures often in close proximity to other aircraft and operations on unprepared surfaces. The hazardous mission and training environment demands high degrees of attention, focus, professionalism, knowledge, skill, discipline, coordination, and stress management to successfully and safely carry out the mission.</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Receives cargo/passenger load briefing and reviews load plan and cargo documentation. Accomplishes load planning of cargo/passenger loads if required. Reviews aircraft forms for condition of aircraft. Accomplishes preflight inspection of aerospace ground equipment and applies external power to the aircraft. Operates aircraft radio systems. Accomplishes pre-flight inspection of the aircraft and cargo/airdrop systems according to flight manual procedures.</li> <li>2. Supervises cargo/passenger loading and off-loading operations. Directs the placement of material handling equipment to accomplish cargo on/off loading operations. Operates the aircraft winch to on/offload cargo.</li> </ol>	

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Ensures cargo/passengers are placed according to load plans. Determines cargo restraint requirements according to criteria and directs and checks the application of cargo restraint equipment. Checks cargo/passenger loads against manifests.

3. Ensures availability of fleet service equipment and passenger comfort items. Receives and signs receipts for and stows in-flight meals. Accomplishes passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements. Demonstrates the use of passenger emergency oxygen systems and life vests. Computes and completes aircraft weight and balance documentation either manually or electronically. Visually monitors aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning).
4. Accomplishes in-flight checks according to flight manual procedures. Monitors cargo and provides for passenger comfort. Prepares and dispenses passenger meals, snacks, and refreshments. Completes required aircraft forms documentation and border clearance requirements.

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

- Must be 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 and meet all eligibility criteria in AFECD/AFOCD.
- Member must be willing to upgrade to Instructor Loadmaster

### **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.)

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- (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.

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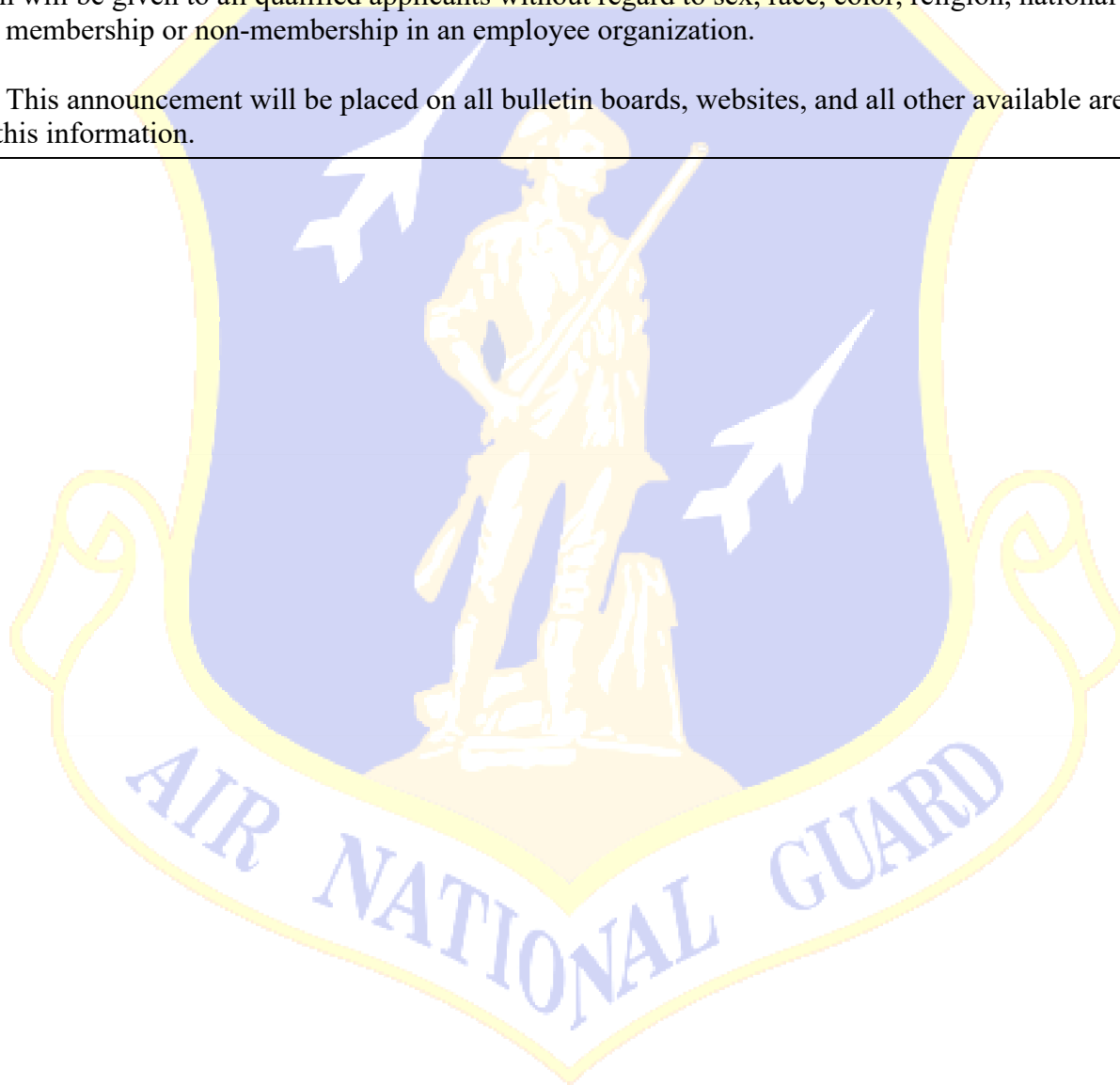
- Include the announcement number and position title on your application.
- ALL APPLICANTS!! Must fully complete section IV–personal background questionnaire of the NGB FORM 34-1.
- Use section V – continuation/remarks to fully explain any "YES" answers, (except 9 & 10)
- A current passing fit test will 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) 561-6634 or DSN: 623-6634.**

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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