



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: 25-111	Opening Date: 6 August 2025 Closed Date: 6 September 2025
UNIT OF ASSIGNMENT: 167th AW/MXS DUTY LOCATION: 167th AW, Martinsburg, WV 25405 FULL TIME SUPPORT POSITION: MILITARY DUTY TITLE: Munitions Systems Craftsman	
For more information about this position or the Unit of Assignment, please call: Section Supervisor: CMSgt Donald Grove 304-616-5147 / DSN: 242-5147	
MIN GRADE AUTHORIZED TO APPLY: E-5 MAX GRADE AUTHORIZED TO APPLY: E-6	POSITION GRADE: E-6 POSITION AFSC: 2W0X1 This is a cross-training opportunity
<p style="text-align: center;"><u>AREA OF CONSIDERATION</u></p> <p style="text-align: center;">Open to all members of the West Virginia Air National Guard</p> <p style="text-align: center;">**THIS VACANCY AND GRADE IS BASED ON THE AVAILABILITY OF RESOURCES**</p>	
<p style="text-align: center;"><u>DESCRIPTION OF DUTIES AND RESPONSIBILITIES</u></p>	
<p>Summary Specialty: The Munitions Systems career field is responsible for the safety, security, life-cycle logistics, and accountability of all non-nuclear munitions, as well as related sub-components and equipment. This career field is also responsible for the production, materiel, and systems operations needed to warehouse, sustain, assemble, account for, and transport munitions in support of national security objectives. Airmen assigned to the Munitions Systems career field develop skills toward gaining industry recognized professional degrees and certifications in Supply Chain Management, Logistics, Project Management, Commercial Driver's License, Hazardous Materials Management, Instructional Trainer, Safety, and more.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none">1. Supply Chain Management: Airmen working in this career field learn to manage munitions materiel and components throughout the supply chain from acquisition to disposal. Airmen will utilize various transportation modes such as air, sea, rail, and ground while managing the shipment of hazardous cargo and components across the global Air Force enterprise. Additionally, they will perform munitions materiel management, logistics, and accounting functions to ensure compliance with Department of Defense Financial Improvement and Audit Remediation (FIAR) objectives. This involves managing inventory processes and controlling auditable source documentation to ensure validity and completeness. Airmen learn how to monitor excess materiel, develop maintenance schedules, and operate inventory management software for materiel accounting, reporting, and configuration tracking. Munitions Airmen will oversee periodic surveillance inspection cycles and coordinate with maintenance activities on reliability status of and corrective actions for components.	

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2. **Production and Project Management:** Airmen learn the process and art of targeted munitions assembly and mass production to meet mission requirements. They will learn how to collaborate and prioritize operational requirements to optimize internal and external customer support. As their experience increases, Airmen will develop plans, schedules, dynamic teams, and innovative strategies for more complex operations and objectives.
3. **Resource and Program Management:** Munitions Systems Airmen learn to procure, manage, operate, and maintain DoD munitions specific testing equipment as well as a wide range of vehicles and handling equipment commonly used in the private sector such as flatbed trucks, 4k-50k forklifts, 25–40-foot tractor trailers, pallet jacks, pneumatic hoists, and aerospace ground equipment. They will develop the skills and techniques required to manage programs, facilities, personnel, and data in accordance with Air Force, Department of Defense, state, federal and international policies.
4. **Leadership and Personnel Management:** Upon arrival at their first base, Airmen immediately begin learning how to be a crew member during munitions operations. As Airmen gain experience and are awarded the Journeyman skill level they may earn Crew Chief certification, allowing them to lead a small explosive operations team to accomplish the mission, while adhering to explosive safety and Occupational Safety and Health Administration (OSHA) standards. Upon award of the Craftsman skill level, Munitions Systems Airmen are tasked with roles such as Production Supervisor and/or Noncommissioned Officer in Charge (NCOIC) and are responsible for leading several teams within the nine sections of the Flight/Squadron organizational structure. Lastly, as Munitions Systems Airmen continue to refine their leadership skills, they will be awarded the Superintendent skill level. As Superintendents they will have the responsibility to lead multiple NCOIC teams within the Production, Materiel, and System Flights/Sections or assigned as a Senior Enlisted Leader, Major Command Functional Manager, or Career Field Functional Manager.
5. **Training and Development:** The Munitions Systems career field places significant focus on training and development of Airmen. Technical training programs are held at Sheppard AFB, Texas; Beale AFB, California; Field Training Detachments worldwide; and at individual units. Throughout an Airman's Munitions Systems career, they may be expected to attend up to five advancement courses to qualify for key positions, skill level upgrade, and college credits towards the Munitions Systems Technology degree from the Community College of the Air Force. They also have opportunities to earn logistics, acquisition, information technology, and project management certifications, as well as serve in key roles as instructors, advisors, evaluators, managers, and leaders at all Air Force organizational levels. Additionally, Munitions units also establish local recurring training and development programs for all skill levels and ranks, ensuring continued growth for Airmen throughout their career.

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: Mechanical(M) 60 and Electronics (E) 57

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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.

(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.

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- 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. **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 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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