



**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) / DRILL STATUS GUARDSMAN (DSG)
VACANCY ANNOUNCEMENT**

<http://www.wv.ng.mil/HRO/>

Announcement Number: 26-102

Opening Date: 4 May 2026

Closed Date: 15 July 2026

UNIT OF ASSIGNMENT: 130th Operations Support Squadron
DUTY LOCATION: 1679 Coonskin Dr, Charleston, WV 25311

FULL TIME SUPPORT POSITION: Aircrew Flight Equipment Superintendent
MILITARY DUTY TITLE: Aircrew Flight Equipment Superintendent

For more information about this position or the Unit of Assignment, please call:
Section Supervisor: Lt Col Darin Urban, 304-341-6200 / DSN: 366-6200

MIN GRADE AUTHORIZED TO APPLY: E-7

POSITION GRADE: E-8

MAX GRADE AUTHORIZED TO APPLY: E-8

POSITION AFSC: 1P091

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: Manages, performs, and schedules inspections, maintenance, and adjustments of assigned aircrew flight equipment (AFE), aircrew chemical defense equipment (ACDE), and associated supplies, and inventories assets. Prepares, maintains, and monitors AFE operations. Disassembles, assembles, inspects, fabricates, cleans, repairs, and packs aerospace weapon system components such as protective clothing, flotation equipment, emergency evacuation systems, and parachutes. Schedules, supervises, and conducts aircrew chemical defense and aircrew continuation training. Prepares for response to use of chemical, biological, radiological, and nuclear weapons contamination and supervises and conducts contamination control area processing.

Duties and Responsibilities:

1. Inspects, maintains, packs & adjusts aircrew flight equipment such as flight helmets, oxygen masks, parachutes, flotation devices, survival kits, helmet mounted devices, aircrew night vision & other ocular systems, anti-G garments, aircrew eye & respiratory protective equipment, chemical biological protective oxygen masks & coveralls, and other types of AFE and aircrew chemical defense systems. Repairs fabric and rubber components, including protective clothing, thermal radiation barriers, flotation equipment, & various parachutes. Evaluates problems & determines feasibility of repair or replacement related to inspecting & repairing fabric, rubber equipment, & parachutes. Evaluates work orders for fabrication of authorized items.
2. Installs & removes aircraft-installed AFE. Uses various types of test equipment such as altimeters, oxygen testers, leakage testers, radio testers, & other types of testers to conduct reliability testing on AFE & ACDE. Maintains inspection & accountability documentation on AFE issued to aircrews or prepositioned on aircraft.

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3. Operates, maintains, and inspects AFE machinery, test equipment, and tools. Performs operator maintenance & service inspections on shop equipment. Stores, handles, uses, and disposes of hazardous waste & materials based on environmental standards.
4. Controls, issues, and safeguards aircrew side arms, and ammunition. Maintains applicable weapons qualification. Operates aircrew armories and inspects aircrew side arms as required. Ensures proper safety procedures are followed.
5. Conducts aircrew continuation training; instructs aircrews on equipment use, operation, and capabilities. Conducts aircrew chemical defense equipment training; instructs aircrew on ACDE donning, doffing, and decontaminating procedures. Provides or assists in training aircrew techniques such as evasion procedures, emergency egress, post ejection/bailout descent procedures, combat survival procedures, environmental hazards, and other survival actions.
6. Plans, directs, organizes, and evaluates AFE operational aspects such as equipment accountability, personnel reliability, mobility readiness, and other activities necessary to meet operational readiness. Maintains associated databases to ensure equipment accountability. Establishes performance standards, improves work methods, and advises on inspection, repair, and repack of aircrew flight equipment. Ensures serviceability based on required specifications and technical publications. Evaluates problems and determines feasibility of repair or replacement related to inspecting and repairing fabric, rubber equipment, and parachutes.
7. Prepares checklists and operating instructions for AFE activities. Develops lesson plan for aircrew training, safety, and other required programs. Assigns, trains, and prepares AFE personnel for deployment. Procures, maintains, stores, and prepares equipment for deployment. Inputs, maintains, and reviews data for status of resources and training system (SORTS). Determines facilities, funding, and mobility of AFE assets to support unit taskings. Develops and submits budget requirements. Requisitions AFE and supplies. Maintains custodial files for accounts such as supply and equipment, munitions, and test, measurement and diagnostic equipment. Obtains assistance from other agencies to support Provides unit and staff agency assistance to subordinate units to ensure AFE planning and training have been accomplished, and AFE directives are being followed. Analyzes training and deficiencies preventing accomplishment of wartime tasks. Conducts quality assurance inspections to ensure compliance with policies and directives. Identifies and documents equipment and personnel training discrepancies and recommends corrective action. Evaluates and critiques AFE instructors' effectiveness, and ensures presentations are accurate and current. Advises and assists agencies whose functions affect AFE activities. Evaluates data involving equipment development and sustainment and resolves AFE problems. Conducts aircraft mishap safety investigations and analysis where AFE involved.

Specialty Requirements:

1. AFE inspection and maintenance procedures; parachute construction; temperature and humidity effects on parachutes and other fabrics; characteristics of rubberized items; solvent, heat, and pressure effects on rubber; proper handling, use, and disposal of hazardous waste, materials, and pyrotechnics; aircrew flight and chemical defense equipment inspections, fitting, and maintenance procedures; supply procedures; principles of contamination control; related technical information, policies, procedures, techniques, and equipment; contingency planning, training, operations, equipment supply procedures, directives and policy; and conducting aircrew continuation and aircrew chemical defense training.
2. Completion of a basic AFE apprentice course is mandatory for award of AFSC 1P031
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 have completed required PME for position by the time of announcement closing.

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- 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 AFECDA/AFODD.
- **Drill Status Guardsman - E-8 applicants must include a memorandum that expresses their willingness to accept a voluntary demotion in order to certify for this position.**

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)

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- (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. **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) 561-6634 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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