

West Virginia Military Authority Charleston, WV 25311-1085

Security Agreement Position Vacancy

Announcement No: ML251211

OPENING DATE: 11 December 2025

CLOSING DATE: INDEFINITE

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**LOCATION:** Security Forces Functional Area, McLaughlin ANGB, West Virginia National Guard HQ; 1679 Coonskin Drive, Charleston, WV 25311-5005

**JOB TITLE:** WVMA / Military Security Police

**SALARY:** \$38,238 - \$57,452 (potential starting @ \$49,612.00 if qualifications are met)

**MILITARY MEMBERSHIP:** Military membership will receive priority. in the event of military deployments, mobilization, or other circumstances resulting in personnel shortages, we are accepting civilians to fill vacancies. Employment may be terminated if there are no longer personnel shortages due to military operations, deployments, or personnel shortages.

**GENERAL DESCRIPTION OF WORK:** The incumbent performs installation access control, base defense operations, maintains law and order, and provides security of personnel and property within the area of responsibility. Works rotating shifts, weekends, and holidays as scheduled.

**HOW TO APPLY:** Anyone interested in applying for this position must submit a State of West Virginia application and Resume to:

**West Virginia Military Authority, Attn. HR-Employment Applications, 1703 Coonskin Drive, Room 157, Charleston, WV 25311. Applications may be submitted by email to**

[ng.wv.wvarng.list.ma-hro@army.mil](mailto:ng.wv.wvarng.list.ma-hro@army.mil) or faxed to 304-561-6321. Applications must be received by the closing date.

Applications can be obtained from the WVMA web site: <https://militaryauthority.wv.gov/Forms/Pages/>

**EVALUATION SKILLS:** (1) Experience (2) Training (3) Education

CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MEMBERSHIP OR NON-MEMBERSHIP IN ANY EMPLOYEE ORGANIZATION.

**POSTING:** This announcement will be posted on all bulletin boards for the duration of the announcement period.

**NOTE:** Employment is based upon NGB/A4S funding for all Security Cooperative Agreement Security Police positions.

1. **POSITION TITLE:** West Virginia Military Authority (WVMA) / Military Security Police
2. **INTRODUCTION:** This position is in the Security Forces functional area in support of the West Virginia Air National Guard installation. Incumbent performs base security, maintain law, order, and security of property and personnel within the Air National Guard (ANG) area of responsibility. Works rotating shifts, weekends, and holidays as scheduled.
3. **DUTIES AND RESPONSIBILITIES:** Incumbent is responsible for performance of duties to prevent entrance of unauthorized personnel to the ANG installation and to protect it from fire, espionage, sabotage, thefts, pilferage, and other acts detrimental to safeguarding the resources and material therein.
  - a. Performs base defense operations within the ANG area of responsibility. Controls entry and exit of military and civilian personnel, vehicles, and other equipment at entry points to this area. Patrols installation to ensure Federal property, West Virginia ANG and West Virginia Army National Guard resources are properly secured.
  - b. Conducts searches of persons and property within jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and law.
  - c. Performs security measures required to secure the combat potential against sabotage and/or attacks by individuals, small mobs, or forces. Contact local federal or civil law enforcement officials to obtain assistance when ANG resources are threatened.
  - d. Enforces standards of conduct and adherence to applicable laws and regulations within the ANG area of responsibility.
  - e. Handles emergencies until appropriate key personnel are contacted and assumes the responsibilities for the situation within the ANG area of responsibility.
  - f. May perform duties as intrusion detection equipment monitor and maintain communications with the base patrols and other law enforcement agencies.
  - g. Provides armed response to emergency situations within the ANG area of responsibility.
  - h. Apprehends or detains suspects within jurisdictional limitations and in accordance with instructions and provisions of applicable regulations and laws.
  - i. Works inside and outside, in inclement weather, on icy, wet and slippery pavements, stair surfaces, and ladders leading to rooftops. Stands posts and / or walks foot patrols during hot and cold weather conditions. Subject to the hazards of noise, fumes, heat, engine blast, and rotating propellers.
  - j. Performs housekeeping duties in Security Forces functional areas. Mows grass, shovels snow, as required in and around Security Forces functional areas. Washes, cleans, and waxes vehicles assigned to the security section, as directed by the Security Forces Commander or Chief, Security Police.
  - k. Performs other duties as directed by the Security Forces Commander or Chief, Security Police.

1. Position requires compliance with DAFI 31-131, Combat Arms Training and Maintenance (CATM) Program, para 2.2, sub-para 2.2.1, 2.2.2, and para 2.10.4, weapons training, qualification will be conducted annually. Training and certification of Oleoresin Capsicum (OC), Taser and ASP baton will follow the guidance published in the DAFI 31-117, Arming Use of Force and DAFI 36-2646, Security Forces Training and Standardization respectively. Exposure to OC is mandatory under terms of employment. Taser exposure is not required for certification. Re-training is conducted annually thereafter.
4. **SUPERVISORY CONTROLS:** Under direct supervision of the Chief, Security Police or as delegated to the Security Forces Commander.
5. **MENTAL DEMANDS:** Incumbent must always be mentally and emotionally alert, must be capable of taking prompt efficient action in case of fire, attempted theft, espionage, sabotage, and other acts detrimental to safeguarding federal property and the ANG installation. Comes in daily contact with military and civilian personnel and must use tact and good judgment in their actions.
6. **PHYSICAL DEMAND:**
  - a. Must pass a physical agility test within 30 days of hiring date then annually thereafter. The test will comprise of aerobic endurance, agility, and physical strength components. Must have no recorded evidence of personality disorder.
  - b. A pre-employment drug screen is required for employment.
7. **APPEARANCE:** Required to wear issued WVMA uniform in accordance with security cooperative agreement while performing duties. Always maintain a clean and neat appearance while performing duties per the West Virginia Military Authority Personnel, Policies, and Procedures handbook.

## **QUALIFICATIONS:**

### **a. Mandatory:**

1. Must hold or have held the 3POX1 AFSC or equivalent MOS in the armed forces and/or graduated from an approved Police or Correctional Academy in good standing.
2. Must become knowledgeable of basic principles of mob psychology, first aid, fire prevention, safety, and human relations.
3. Must be knowledgeable of regulations and procedures governing law enforcement and base defense operations, wire and radio communication procedures, jurisdiction and authority, and appear as a witness.
4. Never have been convicted by civilian / military court except for minor traffic violations and similar infractions, or history of juvenile delinquency in three (3) years preceding proposed employment, is mandatory.
5. Must be able to carry and / or bonded to carry a firearm in the State of West Virginia. Must pass and maintain qualification and proficiency in assigned weapons IAW USAF Security Forces standards.
6. Must pass and maintain duty position and Security Forces recurring training as required by the Security Forces Commander and applicable guidance (.

7. Must have a valid REAL ID driver's license.
8. Must qualify for a Tier 1 security clearance investigation.
9. Must be able to complete required DoW, USAF, WVMA, and other reports clearly, as necessary.

**b. Desirable:**

- (1) Experience with related technology.
- (2) Completion of a basic law enforcement specialist course.
- (3) Experience in functions such as installation access, traffic control, patrolling, or traffic accident investigation.

**Special Requirements:**

1. POSITION IS CONTINGENT UPON CONTINUED RECEIPT OF DEPT OF DEFENSE FUNDING.
2. POSITION FALLS UNDER THE WV PUBLIC EMPLOYEES' RETIREMENT SYSTEM.
3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
4. MUST BE ABLE TO PASS A FEDERAL TIER 1 BACK-GROUND CHECK.
5. SUBJECT TO DRUG SCREENING IS REQUIRED IAW USAF INSTRUCTIONS.

Murray "Gene" Holt II, Director  
West Virginia Military Authority

