



**West Virginia Military Authority  
Charleston, WV 25311-1085  
Security Agreement Position Vacancy  
Announcement No: ML250310**

**OPENING DATE:** 21 March 2025

**CLOSING DATE:** 04 April 2025

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**LOCATION:** Security Police 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:** All personnel hired under the O&M Security Cooperative Agreement must be or become a member of the West Virginia Air National Guard (WVANG) and qualify for assignment to the Security Forces functional area as a condition of employment.

**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.

**MAJOR DUTIES AND QUALIFICATION REQUIREMENTS:** A review of the major duties and necessary qualifications are attached for your information.

**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/default.aspx>

**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:** WVMA / Military Security Police

2. **INTRODUCTION:** This position is located 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 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, ANG, WVANG and WVARNG 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. Contacts 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 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. May be required to perform such additional duties as structural firefighting, aircraft fire/crash/rescue duty, and maintenance of facilities and equipment. May be required to serve as a member of a team to cope with natural disasters, civil emergencies, or in case of expanded security.
  - j. 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.
  - k. 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 Defense Force Commander or Chief, Security Police.
  - l. Performs other duties as directed by the Defense Force Commander or Chief, Security Police.

4. **SUPERVISORY CONTROLS:** Under direct supervision of the Chief, Security Police or as delegated to the Defense Force Commander.
5. **MENTAL DEMANDS:** Incumbent must be mentally and emotionally alert at all times, 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 his actions.
6. **PHYSICAL DEMAND:**
  - a. Incumbent must be physically able to run, jump, to lift equipment and components weighing from 20 to 90 pounds, and work long hours during times of emergencies.
  - b. Must complete at minimum; the annual USAF Defender Physical. Must have no recorded evidence of personality disorder.
  - c. Visual acuity correctable to 20/20 in one eye and 20/30 in the other mandatory.
  - d. Normal color vision as defined in AFI 48-123 is mandatory.
7. **APPEARANCE:** Required to wear military uniform in accordance with standards set by AFI 36-2903 while performing duties. Must maintain a clean and neat appearance at all times while performing duties.
8. **QUALIFICATIONS:**
  - a. **Mandatory:**
    - (1) Be a member of the ANG unit of employment and assigned to military position in the Security Forces functional area. Must be able to complete Security Forces Apprentice Course.
    - (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 appearing 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 a firearm in the State of West Virginia. Must maintain qualification and proficiency in assigned weapons IAW USAF Security Forces standards.
    - (6) Must be qualified or be capable of obtaining a military driver's license.
    - (7) Must qualify for a Secret security clearance.
    - (8) Must be able to type or print required DoD, USAF, WVMA, and other reports clearly, as necessary.

(9) Ability to speak clearly and distinctly.

**b. Desirable:**

(1) Ability to type

(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 NON MEMBERSHIP 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