

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
SECURITY COOPERATIVE AGREEMENT POSITION VACANCY
Announcement No: ML260727**

Opening Date: 27 June 2026

Closing Date: 31 August 2026

LOCATION: Security Forces Functional Area, 130th Airlift Wing, West Virginia Air National Guard, 1679 Coonskin Drive, Charleston, WV 25311-5005

JOB TITLE: Military Security Police Lead

SALARY RANGE: \$39,114– \$59,684

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: Works under the general supervision of a designated representative of the Air Commander, generally the Military Authority Chief of Police/AGR Security Forces Superintendent. Work at this level is characterized by a preponderance of duties spent in the supervision of personnel as opposed to the full performance security and law enforcement duties performed by Security Police and Security Police Leaders. In addition, the incumbent develops plans and detailed instructions to implement the security and law enforcement programs. He/she also evaluates all aspects of the program for effectiveness and compliance with policies, standards, regulations and applicable state law.

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

HOW TO APPLY: Anyone interested in applying for this position must submit a West Virginia Military Authority Application for Employment to the West Virginia Military Authority, ATTN HR-Employment Application, 1703 Coonskin Drive, Charleston, WV 25311-1085 or email to ng.wv.wvarng.list.ma-hro@army.mil. Applications must be received by the closing date noted above.

Applications may be obtained at the West Virginia Military Authority Site:
<https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

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

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

POSITION TITLE: Military Security Police Lead

INTRODUCTION: This position is located in the Security Forces functional area in support of the West Virginia Air National Guard installation. Incumbent performs supervisory work in the areas of base security, maintaining law, order, and security of property and personnel within the ANG area of responsibility.

DUTIES AND RESPONSIBILITIES

Plans and schedules security/law enforcement work assignments and schedules.

Establishes work standards and reviews employee performance.

Inspects security/law enforcement personnel, equipment and facilities.

Reviews and validates time and leave records.

Assists Military Authority Chief of Police in the formulation of the operating budget.

Reviews and prepares reports, records and forms.

SUPERVISORY CONTROLS: Under direct supervision of the Military Authority Chief of Police /AGR Security Forces Superintendent.

MENTAL DEMANDS: Incumbent must be mentally 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.

PHYSICAL DEMANDS:

- 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. A minimum physical profile of an USAF Security Policeman, with no recorded evidence of personality disorder in mandatory.
- 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.

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.

QUALIFICATIONS:

Mandatory:

- (1) Be a member of the ANG unit of employment and assigned to military position in the Security Forces functional area.
- (2) Must have worked at least three (3) years as a Patrolman WVMA.
- (3) Must become knowledgeable of basic principles of mob psychology, first aid, fire prevention, safety and human relations.
- (4) Must become knowledgeable of regulations and procedures governing law enforcement and security, wire and radio communications procedures, jurisdiction and authority, and appearing as a witness.
- (5) Never have been convicted by civilian/military court except minor traffic violations and similar infractions, or history of juvenile delinquency in three (3) years preceding proposed employment, is mandatory.
- (6) Must qualify for a license to bear firearms in the State of West Virginia and maintain proficiency in assigned weapons.
- (7) Must be qualified or be capable of obtaining a military driver's license.
- (8) Must qualify for a secret security clearance, if required.
- (9) Must be able to type or print security reports clearly.
- (10) Ability to speak clearly and distinctly.

Desirable:

- (1) Ability to type.
- (2) Completion of a basic law enforcement specialist course.
- (3) Experience in functions such as base entry, traffic control, patrolling or traffic accident investigation.

SPECIAL REQUIREMENTS:

1. Position is contingent upon continued receipt of Dept. of War 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. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL'S OFFICE ARE AT-WILL EMPLOYMENT POSITIONS. THE TERM AT-WILL MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.
5. MUST BE ABLE TO OBTAIN AND MAINTAIN A SECURITY CLEARANCE.
6. Requires a mandatory pre-employment drug screen.

Murray "Gene" Holt, II
Director, WVMA