



## JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



### Open (Read Area of Consideration for specific criteria)

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-024-A-Air		19 February 2014	5 March 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 FSS	Fort Wayne, IN	N/A	TSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Hr Asst/Cust Ser Rep	TBD	E-4/SrA	E-6/TSgt

#### COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 3S051

#### PERMANENT CHANGE OF STATION (PCS) FUNDING

**FUNDS MAY BE AVAILABLE**

#### MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females**
- Open Nationwide for 3S0X1 AFSC qualified**
- Open to Current members of the 122<sup>nd</sup> Fighter Wing in not 3S0X1 AFSC qualified, must retrain within 12 months if selected**

#### DUTIES AND RESPONSIBILITIES

Manages and supervises personnel activities and programs to include customer service, casualty assistance, records, assignments, separations, retirements, promotions, performance reports, employments, classification, formal training, retraining, quality actions, testing, and personnel systems. Oversees activities associated with Commander Support Staff functions. Manages and supervises personnel teams at the AF Contact Center. Plans, develops, and manages training associated with personnel programs. Conduct and perform briefings, counseling, and interviews. Performs Personnel Support for Contingency Operations functions.

Manages activities associated with education and training programs. Organizes E&T programs to achieve educational goals and mission requirements. Forecasts E&T requirements, determines validity, and assesses cost. Participates in utilization and training workshops, training planning teams, and training planning groups.

Manages and supervises manpower and organizational activities associated with Air Force organization structure; organizational and manpower standards; manpower resources, military grades, manpower data systems, and

peacetime and wartime manpower requirements and utilization; A-76 commercial activities and competitive sourcing and privatization studies. Manages process reengineering, continuous improvement initiatives, and management consulting services.

### GENERAL EXPERIENCE

Knowledge is mandatory of principles, policies, and procedures in any of the mission support career fields: personnel, military equal opportunity, education and training, or manpower.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- Security Clearance:** Applicants must have or be eligible to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: Weidman

### APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- **Applicants MUST submit CURRENT fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.**

**POC is SSG Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.**

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement. DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: [ng.in.inarnng.mbx.mdihweb@mail.mil](mailto:ng.in.inarnng.mbx.mdihweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: James E. Salway, CMSgt, 122<sup>nd</sup> FSS, Fort Wayne, IN COMM: 260-478-3225**