



**DEPARTMENT OF THE AIR FORCE
FLORIDA NATIONAL GUARD**

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008

NATIONWIDE



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 048-14(M)

Open To: Anyone in the Air National Guard, Air Force Reserve or the United States Air Force who has the potential to become a member of the Florida Air National Guard.

Position Title: Personnel Journeyman

Unit/Duty Location: 125th FW, Jacksonville, FL.

Open Date: 18 March 2014

Min/Max Grade Authorized/Required: E2-E5

Required AFSC: 3S051

ASVAB: A:41

Number of Positions: 1

Close Date: 8 April 2014

Security Clearance: Secret

PULHES: 333233

Air AGR Manager: MSgt Robin L. Reynolds (904) 823-0148 or e-mail robin.l.reynolds4.mil@mail.mil

Position Description: Performs personnel activities and functions, including personnel action requests. Advises on career progression, counsels airmen on reenlistment opportunities and benefits. Updates MILPDS records. Manages ANG retention programs, assists military personnel in making career decisions. Ensures compliance with personnel policies, directives, and procedures. Provides casualty assistance and administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Creates, maintains, and audits personnel records. Performs Personnel Support for Contingency Operations (PERSCO) functions. Processes documents required to support service awards and decorations. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF). Maintains files of correspondence, directives, instructions, and other publications.

Length of Tour: IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a Probationary Period of 3 years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

Appointment: The publication of AGR orders by HRO will be the official appointment into the Florida Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

MINIMUM QUALIFICATION REQUIREMENTS

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905.
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
4. An applicant on a medical profile, to include pregnancy, may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
5. Must meet any Special Requirements as specified on Position Description.
6. Failure to maintain a **SECRET** security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. You must be in a military status to apply for an AGR position.
9. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal

service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101.

12. IAW ANGI36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 36 months. TAG may waive this requirement to 18 months when in the best interest of the unit, State, or Air National Guard.

13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.

14. IAW ANGI36-101, paragraph 4.1.6.3, applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment, unless the advertisement clearly identifies that you must be promotable at time of application.

!!! IMPORTANT NOTICE !!!

***Applications will be screened after the job closing date, not prior. Please review your application for accuracy prior to submission to HRO.**

***Additional documentation will not be added to the application after 1700hrs. of the closing date.**

***RIP must be current and updated to identify all required information (ie; NCOA, SNCOA, ASVAB scores, Security Clearance, etc.)**

***Incomplete packets will be disqualified and shredded per HRO policy.**

Systemic errors and trends are as follows:

NGB 34-1 Questions unanswered or form not signed.

NGB 34-1 Section IV, not submitting separate sheet to explain "YES" answer, excluding items 9, 10. Item 17 does not apply.

DD 214 / DD 215 are not included in the application. The DD 214 form does not include the bottom portion of the document indicating the reason for Release from Active Duty and the RE (reenlistment) code. (Application must include "ALL COPIES" received since joining the military)

Missing Current AF Form 422/469 Medical profile dated within the last 12 months.

Missing Current passing AFFMS printout dated within the last 12 months.

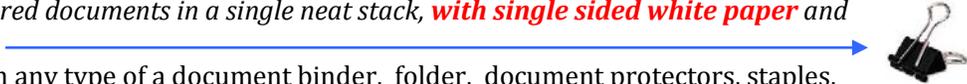
Last 5 years of EPR's/OPR's (to include current) are not included in the application. To justify all absences/overlaps you must submit the following forms: AF Form 77 and/or AF Form 475 (whichever is applicable to your situation). A Memorandum for Record (MFR) must be used if you do not have the listed AF Forms. All gaps /overlaps/absences must be explained.

APPLICATION REQUIREMENTS

Submit applications to the address listed below:

Florida National Guard
ATTN: HRO-AGR (Air)
82 Marine Street
St. Augustine, FL 32084

Applications must be received before the Close of Business (COB) on the closing date to be processed. Packets will only be considered if the minimum documents are included.

1. **NGB Form 34 -1** - ONE signed original (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV.
2. Current **Report of Individual Personnel (RIP)**: Obtained from Virtual Military Personnel Flight (VMPF) or the Force Support Squadron (FSS). **Must show ASVAB Test Scores and awarded AFSC(s).**
3. **AF Form 422 or AF Form 469** - Physical Profile Report. Must be obtained from Medical Group. Must be dated within the last 12 months. All applicants **MUST** submit either one of these forms.
4. **DD Form 214/215**- all copies ever received and any other official documentation to verify all Active/Reserve/National Guard service. The DD Form 214 **must** be the copy which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code.
5. **Resume** and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
6. **Performance Reports-** Applicants must include last 5 received EPRs/OPRs to include current. Any packets not containing the last 5 received EPRs/OPRs **must** include IAW AFI36-2406 para. 1.2.2.2 the following forms to justify all absences/overlaps or gaps. AF Form 77(LOE)/AF Form 475(TR) whichever is applicable to your situation. A Memorandum for Record (MFR) must be submitted if you do not have the listed AF Forms. **ALL gaps/absences/overlaps must be explained.**
7. **Air Force Fitness Management System (AFFMS)** – Current passing (test within last 12 months) official printout from AFFMS database showing a score of 75 or higher.
8. **Letters of Recommendation** (optional) signed by a SMSgt/CMSgt/Lt Col or above.
9. **DO** assemble ALL above required documents in a single neat stack, **with single sided white paper** and bind together with a binder clip. 
10. **DO NOT** forward packets with any type of a document binder, folder, document protectors, staples, paper clips, tabs, color paper to separate documents; or double sided images.
11. Packets will **only** be accepted via email from Airmen deployed OCONUS.
12. Include your **e-mail address** on the NGB Form 34-1(handwrite on top of form) and/or on the resume.
13. **Packets will only be considered if you submit the minimum required documentation.** Applications **WILL NOT** be returned.