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 # 007-15(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 Technician
Unit/Duty Location: HQ 101AOG/ACOMS, Tyndall AFB, Fl. **Number of Positions:** 1
Open Date: 3 November 2014 **Close Date:** 2 December 2014
Min/Max Grade Authorized/Required: E3(P)E6 **Security Clearance:** Secret
Required AFSC: 3S0X1 **ASVAB:** A:41 **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 associated with Commander's Support Staff (CSS) tasks but not limited. Prepares and processes administrative support actions relating to awards and decorations, leave, feedbacks/ACAs, dependent updates, SGLI/FGLI, and change of reporting officials. Manages and monitors the evaluations program. Processes various types of orders through AROWS. Maintains and monitors duty status changes. Updates personnel data in MILPDS and tutors members through vPC-GR, vMPF and PRDA websites. Conducts in and out processing. Schedules individuals for processing personnel actions such as enlistment, reenlistment, separation, retirement, or reassignment. Processes documents required to correct member's personnel records. Processes documents required to support service awards and decorations. Serves as Records Custodian, Unit Control Center, and UTA manager. Maintains electronic 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. Only On-board Florida Air AGR members may apply for all positions however, they must meet rank requirements of the position and have the ASVAB scores that will allow the ability to cross-train into the required AFSC for that position.
10. 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.
11. 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.

12. 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.
13. 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**.**
14. 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.
15. 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.

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) 1700 hrs of the closing date of the advertisement 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.
6. 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
7. Performance Reports- Applicants must include last 5 received EPRs/OPRs/Technician appraisals to include current. Any packets not containing the last 5 received EPRs/OPRs/Technician appraisals **must** include IAW AFI36-2406 para. 1.2.2.2 the following forms to justify all missing time/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 missing time or GAPS.**
8. 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.
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.
14. If discrepancies are found with your packet , you will be notified by phone and/or email. A **48hr window** is authorized to correct all discrepancies. The 48 hour window will start from the time phone contact is made or email is sent.