



VIRGINIA AIR NATIONAL GUARD
NATIONWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT #20-05-04

POSITION TITLE: FSF SUPERINTENDENT

GRADE: SMSGT/E-8 (promotable) NTE CMSGT/E-9

AFSC: 3FX91

LOCATION: Joint Base Langley-Eustis, VA

UNIT: 192D SS

OPENING DATE: 16 September 2020

CLOSING DATE: 16 October 2020

WHO MAY APPLY:

Open to all AGR/Military Technician/Traditional and Statutory Tour Airmen in grade SMSGT/E-8 (promotable), NTE CMSGT/E-9, who are members of the Virginia Air National Guard or who are eligible to become members of the Virginia Air National Guard. E-8 and E-9 grades contingent on control grade availability. If member does not currently possess the advertised AFSC, member **MUST** sign a retraining agreement to retrain into either 3F0 (Personnel), 3F1 (Services), 3F2 (Training), or 3F5 (Administration) career field.

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW ANGI 36-101 Chapter 5, AFI 36-2905, AFI 48-123.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

This position is located within the Force Support Flight (FSF) of an Air National Guard (ANG) flying wing. This comprehensive description covers five programs/specialties within the Air National Guard Military Personnel Flight. The primary purpose is to manage and supervise personnel activities and the following programs: Career Enhancements, Customer Service, Employments, Relocations, Human Resources, and Readiness. Oversees activities associated with Commander Support Staff functions. Resolves technical & policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Provides direct support to the Wing, geographically separated units (GSU), tenant units, all assigned personnel, their dependents, and retired members. Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. Plans and develops policies procedures, and goals for the effective administration, direction, management, and operation of the function. Analyzes workload and provides guidance to ensure specific goals are met. Serves as the FSF Director of Personnel technical advisor for all personnel functions within the military human resources program areas supervised. Executes management policies by developing and implementing internal procedures and plans of action, establishing conformance to those policies. Takes action to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions, etc. Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves leave, ensures orientation of new employees, provides training, evaluates performance, initiates action to classify positions, recommends awards when appropriate, approves within grade increases, and resolves disciplinary problems.

SPECIAL INFORMATION

1. Any applicant selected who does not possess the above identified AFSC, must sign an agreement to retrain that includes the statement- "I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment".
2. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
3. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
4. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than 6 months prior to the start date of the AGR tour.
6. All notifications of selection are conditional until verification of security clearance, medical clearance and HRO approval.

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. **Completed** NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position <https://www.ngbpcdc.ngb.army.mil/ngbforms/>
2. Current Report of Individual Personnel (RIP)/Records Review, dated within last 30 days/ (Or service equivalent records re-view)
3. Current Individual Fitness Report from the Fitness Management System/(Or service equivalent fitness form)
4. Individual Medical Readiness (IMR) Report (AF Portal)/(Or service equivalent medical report)
5. AF Form 422 Notification of Member's Medical Qualification Status and AF 469 Duty Limiting Condition Report (if currently on restrictions)/(Or service equivalent medical profile)
6. Current Point Credit Accounting Report System (PCARS); if Active Duty submit the equivalent form of an AF 1613 or Statement of Service/(Or service equivalent points report)
7. Branch specific documents authorized

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Submit applications directly to 192 SS/FSF-HR, 165 Sweeney Blvd, Suite 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va_ANGJobs@us.af.mil; diana.matthews.4@uf.af.mil; tunisia.stephens@us.af.mil.

POC FOR ADDITIONAL INFORMATION: MSgt Nichelle Hackney at (804) 236-7713 email: nichelle.k.hackney.mil@mail.mil, and CW4 D'Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil.