

DEPARTMENTS OF THE ARMY AND AIR FORCE JOINT FORCES HEADOUARTERS - MONTANA

1956 Mt Majo Street, P.O. Box 4789 Fort Harrison, Montana 59636-4789

MONTANA AIR NATIONAL GUARD Active Guard Reserve (AGR) Job Announcement Job Announcement #: ANG 20-45

OPENING DATE: 3 Sep 20 CLOSING DATE: 3 Oct 20

POSITION: Recruiting & Retention Superintendent

DUTY AFSC: 8R300

MINIMUM GRADE: MSgt/E-7 AUTHORIZED GRADE: SMSgt/E-8 UNIT: Joint Force Headquarters - Montana

LOCATION: Great Falls, MT

SELECTING OFFICIAL: Col Thomas Mora

POINT OF CONTACT FOR DUTY DESCRIPTION: Col Thomas Mora, Phone: 324-3015, email;

thomas.mora@us.af.mil

PERSONNEL ELIGIBLE FOR CONSIDERATION: This position is open to those who can become members of the Montana Air National Guard (MTANG). This is a gender neutral position. Minimum grade for this position is MSgt/E-7. For entry into this SDI, Prior qualification in SDI 8R000 with a minimum of 24 months experience and 8R200 with minimum 12 months experience. Applicants whose grade exceeds the Authorized Grade must be willing to voluntarily demote prior to starting AGR tour. A Secret Clearance is required for this position.

GENERAL INFORMATION: This position is in the Full Time Military Force (FTM) – Active Guard/Reserve (AGR) Program

ELIGIBILITY REQUIREMENTS: To be eligible for this position you must meet all eligibility requirements as of the closing date. Applicants must meet the eligibility requirements of ANGI 36-101 dated 3 June 2010, Chapter 5 and Attachment 2 (AGR Eligibility Checklist). Applicants must meet the physical qualifications outlined in AFI 48-123. Applications not meeting the screening criteria will not be considered and applicants will be notified in memorandum format.

APPLICATIONS WILL CONSIST OF THE FOLLOWING DOCUMENTS

(Unsolicited documentation, to include Letters of Recommendation, will not be forwarded.)

Area I applicants, current members of MTANG AGR Program:

- a. Cover letter (optional)
- b. NGB Form 34-1(dated 11Nov13) Application for Active Duty Guard/Reserve (AGR) completed and signed.
- c. A copy of Records Review RIP (available at www.my.af.mil under vMPF).
- d. Copy of current Record of Individual Fitness. (from AFFMS)
- e. Resume.
- f. Last three EPRs (if not available provide a brief Memo for Record with explanation)

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Area II applicants, current members of MTANG:

- a. Cover letter (optional)
- b. NGB Form 34-1(dated 11Nov13) Application for Active Duty Guard/Reserve (AGR) completed and signed.
- c. A copy of Records Review RIP (available at www.my.af.mil under vMPF).
- d. Copy of current Record of Individual Fitness. (from AFFMS)
- e. Resume.
- f. Last three EPRs (if not available provide a brief Memo for Record with explanation)
- g. Points Summary (PCARS) (available at www.my.af.mil under vMPF).

Area III applicants, able to become a member of MTANG:

- a. Cover letter (optional)
- b. NGB Form 34-1(dated 11Nov13) Application for Active Duty Guard/Reserve (AGR) completed and signed.
- c. A copy of Records Review RIP (available at www.my.af.mil under vMPF).
- d. Copy of current Record of Individual Fitness. (from AFFMS)
- e. Resume.
- f. Last three EPRs (if not available provide a brief Memo for Record with explanation)
- g. Points Summary (PCARS) (available at www.my.af.mil under vMPF

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Excess documentation will be removed. Airmen who fail to comply with these procedures will be notified. Incomplete or late application packets will not be forwarded to the Selecting Official. Application packets become the property of the MTNG and will not be returned. The point of contact for the application process is MSgt Justin Wonsick who can be reached at 406-791-0402 or by email at justin.wonsick@us.af.mil. Application packets may be:

a. **E-mailed** and must be in PDF format in no more than 2 attachments. Any other document format (ie TIFF, JPG, DOC, XFDL, etc) will not be processed. If you are unable to meet this requirement, contact AGR Management (listed above). Emailed applications must be received on or prior to 2359 hrs Mountain Standard Time on the closing date.

Email to 120.AW.HRO.AGR.Applications@us.af.mil

(Emailed Applications are preferred)

SELECTION PROCESS: Packages are reviewed for qualification by the MTNG HRO AGR branch. Qualified packages are submitted to the selecting official to conduct interviews. After interviews are conducted, the Selecting Official rates applicants in order of precedence and forwards to HRO-AGR Branch. Upon approval, official notification selection/ non-selection will be made by HRO-AGR Branch.

CONDITIONS OF ACCEPTING THIS POSITION: Must become a member of the Montana Air National Guard. Must meet all AGR entry qualifications prior to starting tour. Must meet all AFECD requirements listed or approved waivers for SDI 8R300 prior to start of AGR order. If unable to meet these requirements the position offer may be withdrawn. Permanent Change of Station (PCS) expenses are authorized for this position.

EQUAL OPPORTUNITY: The Montana National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

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\\	OFFICIAL	//
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TIMOTHY G. CROWE		
Col, MTNG		
Human Resources Officer		