

# Georgia National Guard



**HUMAN RESOURCES OFFICE - AGR**

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## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER AW 2020-037**

**OPEN DATE: 23 Sep 2020 CLOSING DATE: 13 Oct 2020**

**POSITION:**

**PERSONNEL CRAFTSMAN**

**UNIT/LOCATION:**

**165<sup>TH</sup> FORCE SUPPORT SQUADRON  
GARDEN CITY, GEORGIA**

**AFSC:**

**3F071 (Qualification in or possession of AFSC 3F071)**

**MINIMUM MILITARY GRADE:**

**TSgt/E-6**

**MAXIMUM MILITARY GRADE:**

**MSgt/E-7**

**AREA OF CONSIDERATION:**

**NATIONWIDE**  **Statewide**  **Unit Only**

**SPECIAL NOTES: SELECTEE WILL NOT COME ON BOARD UNTIL OR AFTER 1 DECEMBER 2020.**

THIS ANNOUNCEMENT IS OPEN TO ALL MEMBERS ELIGIBLE TO JOIN THE GEORGIA AIR NATIONAL GUARD (GA ANG). MEMBERS OF THE GA ANG, USAF (CURRENT AND FORMER), ANG AND USAFR ARE WELCOME TO APPLY.

**NOTE: (E8/E9/O4/O5/O6 Only) PROMOTION AND HIRING IS CONTINGENT UPON CONTROL GRADE AVAILABILITY.**

WITH THE EXCEPTION OF A RESUME OR SNCOA CERTIFICATE OF COMPLETION, ANY ADDITIONAL DOCUMENTATION NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, LETTERS OF RECOMMENDATION, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTATION LISTED ON THE ANNOUNCEMENT.

**All applicants must scan & submit the following documents in the order listed below via email:**

- NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) (Dated – 11 Nov 13).**
  - Announcement number and position title must be annotated on the form.
- Report of Individual Personnel (RIP) (Must Be Current)**
  - RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF).
  - Select Record Review and Print/View All Pages.
- Report of Individual Fitness (Must Be Current)**
  - Print from the Air Force Fitness Management System (AFFMS)
  - Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program.
- Enlisted Brief or Active Duty Enlisted CDB**
  - Current Active Duty members only. This document can be obtained from the AF Portal.
- DD 214 (Certificate of Release or Discharge from Active Duty)**
  - Former USAF members only.

Email applications to: [ng.ga.gaarnng.list.ngga-hro-agr-jobs@mail.mil](mailto:ng.ga.gaarnng.list.ngga-hro-agr-jobs@mail.mil) AND [Kisher.bland@us.af.mil](mailto:Kisher.bland@us.af.mil)  
Applications must be received by midnight on the closing date.

## BRIEF DESCRIPTION OF DUTIES

This position is located within a Military Personnel Flight (MPF) 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 administer and accomplish functions of one or more of the following human resources programs: Career Enhancements, Customer Service, Employments, Relocations, and/or Readiness.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs) REQUIRED FOR THIS POSITION:

- A. Ability to communicate, both orally and written, with all levels of military and civilian personnel
- B. Knowledge of, and skill in applying a comprehensive body of military human resources rules, guidelines, and instructions to provide technical support in the assigned program area and to research, study and analyze all aspects of the assigned military function(s). Knowledge of security and security forces requirements, procedures, and tactics to support installation physical security
- C. Ability to analyze information, to determine its relevance, and to provide options to management/supervisors/military members regarding appropriate course of action.
- D. Analytical skill and judgment as well as knowledge of the mission of the wing and other units serviced
- E. Knowledge of the overall requirements, objectives, practices, and peculiarities sufficient to advise commanders, managers, and supervisors on assigned cases
- F. Ability to communicate orally and in writing and to deal cooperatively with others to obtain needed information, to complete required case processing, and to explain decisions or recommendations to interested parties
- G. Ability to use personal computers with different software applications (i.e., Microsoft Word, Adobe Acrobat, Form Flow, Microsoft Excel, Microsoft Access, Microsoft Power Point). Ability to prepare presentations, graphs, charts, and tables
- H. Knowledge of Internet applications to obtain pertinent information
- I. Knowledge of arithmetic sufficient to perform computations pertaining to service record entries (leave, years of service, etc.).
- J. Knowledge of separations and discharge process

## AIR NATIONAL GUARD MEMBERSHIP AND COMPATIBILITY REQUIREMENTS

This vacancy announcement will be for an initial active duty tour of one (1) to four (4) years. Subsequent tours will be from one (1) to five (5) years. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to **AFSC: 3F071, 165<sup>th</sup> Force Support Squadron, Garden City, Georgia**. If a selected applicant's grade is higher than the announced grade of the position (Enlisted only), the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is strictly prohibited in the National Guard AGR Program.

## QUALIFICATION REQUIREMENTS

- Member must possess the required **AFSC: 3F071** or meet qualification requirements IAW ANGI 36-101, the Air Force Enlisted Classification Directory (AFECD) or the Air Force Officer Classification Directory (AFOCD) and Attachment 4, Mandatory AFSC Entry Requirements of the AFECD.
- The member must continue to progress in upgrading to skill level appropriate for his/her military grade. Members who do not successfully upgrade will be reassigned to a position for which qualified or removed from the AGR program.

## OTHER REQUIREMENTS

- Member must meet the medical qualifications outlined in Chapter 12, ANGI 36-101.
- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR Program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Selected applicants with 15 or more active duty years of service require a waiver from NGB/A1 to enter into the Georgia Air National Guard AGR program.
- Member must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case-by-case basis.
- AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.

## IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applications must be typed or printed in legible dark ink. Sign and date the application.
- Be sure to correctly annotate the announcement number and position title on your application.
- Incomplete application packages (i.e. Failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Applicants must furnish the required documentation as specified in the announcement. If required information is not provided, consideration will not be given in the qualification process.
- Scan documents as one file in the order listed on page one (.pdf file format only).
- Limit file size to less than 3MB (1MB or less is ideal).
- Place only the following information in the subject line of your email: Announcement Number / Full Name (Example: ACW 001-2020 / Jane S. Doe).
- Hard-copy and faxed applications will not be accepted.

Email applications to: [ng.ga.gaarnng.list.ngga-hro-agr-jobs@mail.mil](mailto:ng.ga.gaarnng.list.ngga-hro-agr-jobs@mail.mil) AND [Kisher.bland@us.af.mil](mailto:Kisher.bland@us.af.mil)  
Applications must be received by midnight on the closing date.