**AIR AGR VACANCY ANNOUNCEMENT**

**IDAHO NATIONAL GUARD**

**HUMAN RESOURCE OFFICE**

**4794 GEN MANNING AVE., BLDG 442**

**BOISE, IDAHO 83705-8112**

**IDAHO AIR NATIONAL GUARD ACTIVE GUARD/RESERVE (AGR) VACANCY**

<http://inghro.idaho.gov>

**ANNOUNCEMENT NUMBER: 16-40**

**OPENING DATE: 04 FEBRUARY 2016**

**CLOSING DATE: 04 MARCH 2016**

**\*\*\*APPLICATIONS MUST BE RECEIVED NLT 1600 HOURS ON THE CLOSING DATE\*\*\***

**POSITION: HUMAN RESOURCES SPECIALIST (MILITARY)**

**UNIT/LOCATION: JFHQ-ID – BOISE, IDAHO**

**AREA OF CONSIDERATION: CURRENT ON-BOARD IDANG AGR**

**MILITARY REQUIREMENTS: 3S000**

**SALARY RANGE: PAY AND ALLOWANCE COMMENSURATE WITH MILITARY GRADE**

**MAXIMUM EUMD-A (CIVILIAN MANNING DOCUMENT) GRADE: E-9 (CMSGT)**

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**AGR ELIGIBILITY REQUIREMENTS:**

1. Applicant must become a member of the Idaho Air National Guard (IDANG) before entering the AGR program.

2. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096 Classification/On-The-Job Training Action: “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. Failure to do so will result in the termination of my AGR tour.” The AF Form 2096 must be accomplished before the orders are published.

3. AGR Airmen are subject to the provisions of AFI 36-2905, Fitness Program. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

4. 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 six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

5. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.

6. Individuals selected for AGR tours must be able to complete 20 years active Federal service prior to Mandatory Separation Date (MSD) for officers, or age sixty for enlisted. Exceptions to this policy may be considered for a waiver as approved by The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding IAW ANGI 36-101, Attachment 3.

7. Applicant must not have been previously separated for cause from active duty or a previous AGR tour.

8. An applicant’s military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

9. Enlisted AGRs are not entitled to bonus incentives IAW ANGI 36-2607, Air National Guard Retention Program and Fiscal Year (FY) ANG Incentive Program - Operational Guidance*.* Exceptions are outlined in the FY Operational Guidance. If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 422-5393, for clarification of possible loss or recoupment of bonus.

10. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW Para 2.23.1 of ANGI 36-2101 per NGB/AIP LOG# 10-026

11. All military positions must meet the requirements outlined in the respective Air Force Enlisted Classification Directory (AFECD) or Air Force Officer Classification Directory (AFOCD) as managed by the local Base Education and Training Manager (BETM).

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**HOW TO APPLY:**

If any required documentation is not included in your packet, you will not be considered for this position. If you do not have a specific document or do not know what is being requested, please call (208) 422-3344

**Applications will not be accepted in binders or document protectors. All applicants must submit the following documents which are mandatory for evaluation:**

1. SUBMIT A **COMPLETED AND SIGNED** NGB Form 34-1, Application for Active Guard Reserve (AGR) Position.

2. INCLUDE A **PERSONNEL (RECORDS REVIEW) RIP** (AVAILABLE ON vMPF).

3. SUBMIT CURRENT COPY OF ANG **POINT CREDIT SUMMARY (PCARS) - AVAILABLE ON VMPF). NOT REQUIRED FOR CURRENT IDANG AGRS.**

4. SUBMIT ANY **DD FORM 214s**, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**. NOT REQUIRED FOR CURRENT IDANG AGRS.**

5. CURRENT **MEMORANDUM** STATING NON-ELIGIBILITY FOR A FEDERAL RETIREMENT ANNUITY. THIS MEMORANDUM IS A DOCUMENT THE MEMBER WRITES REGARDING THEIR ELIGIBILITY.

6. SUBMIT **CURRENT** AND most recent **Report of Individual Fitness**from the Air Force Fitness Management System (AFFMS).

7. **STATEMENT** EXPLAINING THE OMISSION OF ANY OF THE ABOVE DOCUMENTS NOT SUBMITTED WITH APPLICATION.

8.SUBMIT A **PROFESSIONAL RESUME** OUTLINING YOUR EDUCATION, EXPERIENCE AND SKILLS.

9. **RETAIN** A COPY OF YOUR APPLICATION FOR YOUR PERSONAL RECORDS.

10. **FORWARD** applications to the address listed at the top of the job announcement. Applications must contain an original signature and be delivered or mailed at your own expense. Electronic submissions are not accepted at this time except in instances approved by Air AGR Manager.

**APPLICATION PACKAGES**

An individual must meet the requirements of the Area of Consideration. Those applicants who meet the established requirements will be forwarded to the selecting supervisor. If there are no applicants with the required AFSC and/or the selecting supervisor determines the applications received do not meet their approval/requirements, the application packages of other applicants may be requested from HRO.

**DUTIES AND RESPONSIBILITIES:**

1. Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander’s Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures. Related DoD Occupational Subgroup: 153100.

2. Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.

3. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports.

4. Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Manages the Virtual Out Processing vOP in the Military Personnel Flight. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. 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.

5. Provides casualty assistance. 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.

6. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

7. Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, squadron information, and enlisted and officer professional military education. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions. Requisitions and maintains current study reference material for the airman promotion system. Assigns members to an AEF. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

8. Performs Personnel Support for Contingency Operations (PERSCO) functions.

*//original signed//*

RODNEY W. ELSON, CMSgt, IDANG

Air AGR Manager