**AIR AGR VACANCY ANNOUNCEMENT**

**IDAHO NATIONAL GUARD**

**HUMAN RESOURCE OFFICE**

**4794 FARMAN ST., BLDG 442**

**BOISE, IDAHO 83705-8112**

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

<http://inghro.idaho.gov>

**ANNOUNCEMENT NUMBER: 11-13**

**OPENING DATE: 26 JANUARY 2011**

**CLOSING DATE: 16 FEBRUARY 2011**

**\*\*\*APPLICATIONS MUST BE RECEIVED NLT 1630 HOURS ON THE CLOSING DATE\*\*\***

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

**UNIT/LOCATION: 124TH FORCE SUPPORT SQUADRON – BOISE, IDAHO**

**AREA OF CONSIDERATION: ON BOARD AGRs AND IDANG MEMBERS ELIGIBLE TO BE AGR**

**MILITARY REQUIREMENTS: 3S071**

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

**MAXIMUM EUMD-A (CIVILIAN MANNING DOCUMENT) GRADE: E-7 (MSGT)**

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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. Applicant 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 on a case-by-case basis by NGB for exceptional circumstances. Approval will be limited to one six-year tour. Extensions will not be considered.

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

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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) 272-4228.

**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 MEDICAL FORMS FROM CLINIC:

**(AF FORM 422)** PHYSICAL PROFILE SERIAL REPORT AND **(AF FORM 469)** DUTY LIMITING

 CONDITION REPORT (IF APPLICABLE).

4. SUBMIT CURRENT COPY OF ANG **POINT CREDIT SUMMARY (PCARS) - AVAILABLE ON VMPF).**

5. SUBMIT ANY **DD FORM 214s**, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY**.**

6. CURRENT **MEMORANDUM** STATING NON-ELIGIBILITY FOR A FEDERAL RETIREMENT ANNUITY.

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

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

9. **KNOWLEDGE, SKILLS AND ABILITIES (KSA).** The following knowledge, skills and abilities will be used to determine the best-qualified applicants. \*\*\*\*ADDRESS ALL KSA AREAS ON A SEPARATE SHEET OF PAPER AND SUBMIT WITH THE APPLICATION\*\*\*\*

a. Knowledge or ability to manage the Casualty Services Program.

b. Working knowledge of the DEERS/RAPIDS system and issuing Identification Cards.

c. Knowledge and ability in preparing DD Form 214s.

d. Knowledge and experience with Military Personnel Data Systems (MILPDS).

e. Knowledge and ability to maintain the Unit Manning Document (UMD) at wing level.

f. Knowledge and understanding of the vPC-GR process.

g. Skill in effective oral and written communications and the ability to work directly with commanders and other customers in a stressful office environment.

h. Ability to work independently, establish priorities and meet deadlines.

i. Knowledge and experience as a PERSCO Team member.

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

11. **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.

**APPLICATION PACKAGES**

An individual must meet the requirements of the Area of Consideration. Then, the only application packages that will be forwarded to the selecting supervisor are those of individuals who possess the required AFSC at the 3-, 5-, or 7-level, depending on grade, and all current IDANG AGR's eligible for retraining. If there are no applicants with the required AFSC or the selecting supervisor determines the applications received do not meet their approval/requirements, the application packages of unqualified applicants may be requested from HRO.

# DUTIES AND RESPONSIBILITIES

1. This position is located within an Air National Guard Military Personnel Flight (MPF), Mission Support Group at an Air National Guard flying wing. The primary purpose is to assist a higher graded specialist in researching, studying, analyzing and administering all aspects of the assigned function(s). Performs duties in one or more program areas as in the position description. Incumbent identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters. Incumbent performs duties necessary to accomplish military human resources functions in support of programs essential to state Air National Guard daily operations, training and readiness missions.

2. A complete description of duties and responsibilities can be found in Position Description # [80528E00](../PDs/AGR/80528E00-HR_Asst_Mil_GS-0203-07.doc) (see attached).

 *//original signed//*

MARY A. MCKENNA, SMSgt, IDANG

Air AGR Manager