**ANNOUNCEMENT NUMBER:** 18-29

**OPENING DATE:** 02 FEBRUARY 2018

**CLOSING DATE:** 23 FEBRUARY 2018

**POSITION TITLE:** SUPPORT SERVICES SPECIALIST

**UNIT/LOCATION:** 124 OG – BOISE, IDAHO

**WHO MAY APPLY:**

CURRENT IDANG MEMBERS AND THOSE ELIGIBLE FOR MEMBERSHIP IN THE IDANG

RANK: MSGT OR ELIGIBLE TO BE PROMOTED TO MSGT.

AFSC: 3F0X1 / 3F5X1 / 3F2X1 OR ABILITY TO OBTAIN

**AFSC REQUIREMENTS:** 3F571

**MAXIMUM GRADE/RANK:** E-7 (MSGT)

**\*\*\*APPLICATIONS MUST BE RECEIVED NLT 1530 HOURS ON THE CLOSING DATE\*\*\***

**THIS IS A CONCURRENT ANNOUNCEMENT WITH TECHNICIAN # 18-058, GS-09**

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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**

**ANY ADDITIONAL DOCUMENTATION (LETTERS OF RECOMMENDATIONS, EPR’s, ETC.) THAT ARE NOT MANDATORY DUCUMENTATION WILL BE REMOVED FROM THE PACKET.**

**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 OR CURRENT ACTIVE DUTY PERSONNEL.

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

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 Fitnessfrom 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 below. Applications must contain an original or digital signature and be delivered or mailed at your own expense. If you are sending your application via Priority Mail, Fed Ex, etc please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO. Applications not received by HRO by the closing date will not be accepted. Applications will not be returned. Electronic submissions are not accepted at this time except in instances approved by the Air AGR Manager.

**HUMAN RESOURCE OFFICE/AGR**

**ATTN: SMSGT BEALE/AIR AGR MANAGER**

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

**BOISE, IDAHO 83705-8112**

**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:**

This position is located in the Readiness and Support (RS) directorate of an Air Operations Group (AOG). The primary purpose of the position is to provide Information Management (IM) support to the Group. Incumbent coordinates with State HQ, National Guard Bureau (NGB), overseas Major Commands (MAJCOMs), and out-of-country organizations. Incumbent provides leadership and oversight to the unit orderly room function. The incumbent plans and provides war-skills and master-task training to all Unit information management and personnel specialists. Incumbent requires increased levels of quality and information management skills in order to accomplish mission objectives and work in close association with all sections of the RS Directorate and other directorates, the host data processing organization, State Headquarters, lead and gaining MAJCOMs, and forward assigned location.

-- Serves as the Group Orderly Room Manager, functioning as senior advisor to the Director of Readiness and Support for all orderly room and information management unit support functions. Initiates workday reports and manages orders publications procedures. This includes preparing, tracking, publishing, and distributing civilian and military travel orders, annual training orders, special training orders, and other orders to include special authorizations. Directs and provides administrative training in Air National Guard automated order systems for all Unit Orders Clerks. Reconciles orders publication with the workday accounting program. Maintains orders files for all unit personnel. Advises the Unit Resource Advisor on the status of workday account balances. Provides
technical guidance to all personnel on matters pertaining to the various administrative requirements associated with orders production. Incumbent ensures that unit-wide disposition of records (including such records as state
and federal activation, travel, promotion, awards and decorations, and Military Personnel Authorization [MPA] orders) is in accordance with USAF and ANG regulations. Manages transmission of record groups to staging facilities and ultimately to permanent storage facilities at the National Personnel Records Center. Establishes overall orders publication procedures and ensures orders clerks receive initial, advanced, and update technical training for all types of orders handled by the organization. Schedules workday report reviews and manages the coordination between orders publications clerks, host base travel and military entitlement offices, the primary resource advisor, and appointed workday control officers to minimize overdue commitments and obligations.

-- Formulates, develops, and directs the implementation of IM policies and procedures. Recognizes need, initiates action, directs or personally formulates new administrative policies and procedures, and recommends changes
designed to improve administrative efforts or services. Analyzes AF, NGB, ANG Instructions, memoranda and directives pertaining to correspondence and mail management, preparation of correspondence and messages, and other administrative services and determines their effect upon the AOG. Develops and establishes procedures to implement these changes. Provides technical guidance to the AOG on matters pertaining to the various elements of the IM function. Conducts research on difficult information management issues within the unit, provides technical and specialized data, background material and references; recommends solutions and courses of action to be followed.

-- Incumbent is responsible for the accuracy and content of the individual computerized personnel records system for all assigned Air Operations Group personnel. Utilizes the computerized personnel records systems to track individual personnel issues or status and to generate such specialized reports as strength data and Weight and Body Fat Management Program (WBFMP) reports. Ensures the latest Operations Tempo (OPSTEMPO) guidance is
updated and accurately used through the automated personnel information systems. Confers with the Wing Military Personnel Flight to research and resolve procedural discrepancies and upgrade specialty knowledge within the
IM section.

-- Plans, organizes, and implements electronic media systems and computer systems throughout the unit. This includes electronic records management, electronic publications distribution on the Local Area Network (LAN), automated maintenance of the base and functional libraries (on computer disks), use and application of computer generated graphics, desktop publication, etc. Works with Base Network Control Center (BNCC) Manager installing/deleting user software. Provides software application assistance for commonly–used office automation and telecommunications applications. Works with supported users in performing Information Risk Management (IRM) concepts such as data base recovery for resident programs, moving files from one media to another, configuring user software, modifying software configuration, and performance of basic configuration management functions. Ensures all electronic communications are identified properly, preserved, maintained, and disposed of in accordance with established directives. Assures Privacy Act and Freedom of Information Act records are properly identified and protected. Provides guidance to users on IRM aspects as they perform their system risk analysis. When deployed to the Air Operations Center (AOC), manages base/unit and contingency systems help desk func tions.

-- Manages training plans for IM personnel assigned throughout the organization. Develops and implements training for IM systems and such unit IRM and core software as E-Mail, word processing, spreadsheet, database,
graphics, and internet/intranet. This includes managing the scheduling and coordination of training classes to include the development of lesson plans on IM training. Develps and implements Work Group Administrator (WGA) training for the assigned IM specialists. Creates master task listings and war skills training for information management. As required by the general training requirements of the ANG and the specialized requirements of the gaining commands, incumbent develops minimum initial qualification training (IQT) standards and Mission Capable (MC) standards for organizational Information Management Specialists.

-- Serves as unit web master. Utilizing counsel and guidance from the Public Affairs, Legal Office, and Communications-Computer offices, incumbent plans, implements, maintains, and establishes local policy on the base/group external and internal World Wide Web Telecommunications Home Pages. In appropriate coordination with other offices, incumbent manages the Unit World Wide Web Home Pages to ensure compliance with established format, Privacy Act, and Freedom of Information Act.

-- Manages transfer of information internal and external to the base/group to include manual and electronic telecommunications. Implements policy and monitors usage of mail systems at servicing units. This includes training and validating users for official mail to include the Base Information Transfer System
(BITS), US Mail, Defense Messaging System (DMS), and E-Mail. Defines and trains users of archiving, suspending, and disposition requirements as they pertain to the appropriate medium. Trains and assists new and advanced users in the electronic mail system. Adds, deletes, and modifies users in the electronic mail. Performs email postmaster duties in coordination with the BNCC. Performs other duties as assigned.

 *//original signed//*

STEVEN D. BEALE, SMSgt, IDANG

Air AGR Manager