

Georgia National Guard



HUMAN RESOURCES OFFICE - AGR
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AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

POSITION ANNOUNCEMENT NUMBER: **AW 2025-025** OPEN DATE: **15 MAY 25** CLOSING DATE: **13 JUN 25**

POSITION: **SUPERINTENDENT INSTALLATION PERSONNEL READINESS**

UNIT / LOCATION:
**165 FORCES SUPPORT SQUADRON
GARDEN CITY, GA**

AFSC: 3F091 (Qualification in and possession of AFSC 3F091)
MINIMUM MILITARY GRADE: MSgt
MAXIMUM MILITARY GRADE: SMSgt
MINIMUM TAFMS: 12 YRS
ASVAB: A: 59
POSITION NUMBER: 070653134

AREA OF CONSIDERATION:

NATIONWIDE ☒ STATEWIDE ☐ UNIT ONLY ☐

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.

SPECIAL NOTES:

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

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

- ☐ **NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) (Dated – 11 Nov 13).**
 - o Announcement number and position title must be annotated on the form. This document must be signed.
- ☐ **Report of Individual Personnel (RIP) (Must Be Dated Within the Last 30 Days)**
 - o RIP can be obtained from the servicing Force Support Squadron (FSS) or Virtual MPF (vMPF).
 - o Select Record Review and Print/View All Pages.
- ☐ **Report of Individual Fitness (Must Be Current)**
 - o Print from the myFitness application (myFSS). Test next due date must be current.
 - o 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.
- ☐ **Last 3 Evaluation Performance Reports or Letter of Evaluation (Include Evaluation/LOE from current SCOD)**
 - o This document must be complete and signed.
 - o **Applicants unable to provide 3 evaluations must submit a signed AF77 Letter of Evaluation with a detailed justification of the missing evaluations. Must be signed by supervisor. Current A1C and below N/A.**
- ☐ **Enlisted Brief or Active Duty Enlisted CDB**
 - o Current Active-Duty members only. This document can be obtained from the AF Portal.
- ☐ **DD 214 (Certificate of Release or Discharge from Active Duty)**
 - o Former USAF members only.

OPTIONAL DOCUMENTS TO SUBMIT: RESUME, MILITARY BIOGRAPHY, TRAINING CERTIFICATES.

PLEASE DO NOT ADD ACTUAL VACANCY ANNOUNCEMENT TO APPLICATION SUBMITTED

THE GEORGIA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS

BRIEF DESCRIPTION OF DUTIES

This position is located within an Air National Guard Force Support Squadron, Mission Support Group at an Air National Guard flying wing. Serves as advisor to the Force Support Commander on deployment and readiness programs. Interprets policy and provides procedural guidance to wing/unit commanders, supervisors, and unit deployment managers (UDM) concerning the deployment process. Advises wing Installation Deployment Officer (IDO), Unit Deployment Manager (UDM), and FSS Commander on Unit Type Code (UTC)/Unit Manning Document (UMD) and any other readiness issues. Develops wing readiness plans for the administration of contingencies and mobilizations. Determines human resources requirements in support of mobilization. Coordinates with Headquarters, National Guard Bureau (NGB), and unit commanders regarding all matters concerning the activation and/or deployment of forces. Manages the duty status program. Maintains all human resources data systems requirements and provides required reporting. Prepares and presents briefings on mobilization procedures, technical guidance to commanders and personnel required to support deployments. Develops, prepares, analyzes, and coordinates with the wing plans office on unit deployments, wartime taskings, and Contingency Operations Plans (CONOPS). Identifies readiness issues and problems that directly impact wing and individual organization's ability to deploy. Manages Deployment systems and readiness reporting in various databases on NIPR and SIPR networks. Manages the Deliberate Crisis Action Planning and Execution System (DCAPES) functions and M4S taskings for personnel readiness of the installation. Maintains personnel accountability and duty status reporting to ensure accurate and timely data is available for Command and Control (C2) for contingency/exercise/manning assistance. Responsible for management and execution of Contingency Exercise and Deployment (CED) orders. Perform functions as part of the Installation Deployment Readiness Center (IDRC) to establish in/out processing procedures for deploying personnel who meet eligibility requirements and upon return to home station. Acts as liaison between Air Force Personnel Center, MAJCOM, and local units to ensure accurate and timely duty status accountability. Serves as the installation Casualty Assistance Representative. Assists with exercise planning, execution, and evaluation of readiness exercises. Performs Supervisory duties for assigned civilian and military personnel. Performs other duties and tasks as assigned.

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

- A. Performs general administrative support duties. Assumes control of routine matters based on the nature of the action and the knowledge of the command programs and functions, projects assignments, internal procedures and relationships and current work status, and refers inquiries to appropriate personnel.
- B. Incumbent is responsible for compilation and submission of a variety of recurring reports. Receives input data from various sources, reviews for completeness, errors, etc requests additional data as needed, resolves discrepancies, compiles data in proper format, and submits through proper channels.
- C. Requires the skill to analyzes, evaluate, and resolve problems in readiness reporting as well as in the identification of unit readiness issues.
- D. Knowledge of the characteristics and features of a variety of office automation software to include, but not limited to AROWS, AFPAAS, M4S, SIPRNET, UTC ASSESSMENTS, DRRS, ESORTS, DCAPES, MILPDS, AFFORGEN in order to produce advanced database, spreadsheet, and word processing solutions.
- E. Assists and coordinates with Unit Deployment Manager (UDM) to ensure airman readiness processing activities for mobilization and demobilization are conducted and coordinated properly.
- F. Assumes control of routine matters bases on the nature of the action and knowledge of the command deployment programs and functions, projects assignments, internal procedures and relationships and current work status, and refers other inquiries to appropriate personnel.
- G. Organizes, coordinates, and provides briefings and/or training for the Wing and units as requested in relation to Domestic Operations, PERSCO status, accountability, duty status, and deployment availabilities.
- H. Provide additional personnel support as required.

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: 3F091 at the 165th Force Support Squadron, Garden City, GA**. 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

- This opportunity is available to current members of the Active, Reserve, and Guard components of the United States Air Force. All applications will be accepted; however, first consideration will be given to Category I.
- Applicants are assessed into Category I or II:
 - **Category I – All applicants currently possessing the required Rank, AFSC/Skill Level, TAFMS, and Area of Consideration requirements stated above.**
 - **Category II – All other applicants who do not possess the required AFSC/Skill Level and TAFMS but meet the rank requirements and the basic AFSC entry requirements IAW ANGI 36-101, the Air Force Officer Classification Directory (AFOCD) or the Air Force Enlisted Classification Directory (AFECD) Attachment 4. Category II applicants are forwarded to the selecting official on request when a selection is not made from the Category I Register.**
- 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.
- Member must have sufficient retainability to obtain 20 years of Active Federal Service for retirement purposes. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete a Statement of Understanding.
- Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded.
- Security Clearance - if a Top-Secret security clearance is not held by the member selected for assignment that requires access to top secret information, the member must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the security clearance upgrade is initiated, and the member has a current favorable investigation.
- 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.
- IAW ANGI 36-101, AGR Program para 5.7, To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. **Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.**

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION READ ALL BULLETS CAREFULLY FOR PROPER SUBMITTAL

- **Scan full application in one PDF file in the order listed on page one (.pdf file format only). Separate files/zip file/PDF portfolios/PDF attachment section will not be accepted.**
- **Incomplete application packages (i.e. not within full announcement requirements, failure to explain “yes” answers in Section IV on the NGB 34-1, missing or expired documents) will not be processed for board consideration.**
 - **Applications not sent to all recipients below by the closeout date will not be accepted for full consideration.**
- Submit full application with the following file name: Vacancy Announcement Number Full Name
 - (Example only: ACW 001-2015 Jane S. Doe).
- Place **only** the following information in the subject line of your email: Vacancy Announcement Number / Full Name
 - (Example only: ACW 001-2015 / Jane S. Doe).
- Hard-copy and faxed applications will not be accepted.
- Applications must be typed or printed in legible dark ink. Sign and date the NGB 34-1 application.
- Applicants who submit their signed fitness score card **MUST** also submit their full myFitness history as per above.
- Applicants must furnish the required documentation as specified in the announcement. If vMPF/MILPDS RIP or current Branch equivalent document doesn't provide the correct data to qualify for the announcement (ie. SEI, AFSC or Education/PME requirement), please submit a completed AF2096, degree awarded transcript or PME certificate in the application annotating qualification. If required information is not provided, consideration will not be given in the qualification process. Optional documents not specified above can be included for consideration. Additional documents will not be received by our office **AFTER** the closing date of the announcement.
- Memorandum for Record (MFR) will only be accepted for applicants annotating being separated from the military for Nationwide announcements and providing justification of being unable to provide all required documents.
- Applicants unable to provide 3 evaluations due to any reason (ie. due to date joining the military, rank prevents having 3, missing eval due to admin reasons etc.) must provide the specific reasoning on 1 AF77 Letter of Evaluation as annotated

above. Part I must be completed, the justification must be placed in Part IV "comments" section and member's supervisor must sign in Part V. A MFR or not submitting evaluations will not suffice for meeting the evaluations requirement.

(Example: If member doesn't have any evaluations or has only 1 or 2 required evaluations to submit, then 1 AF77 must be completed/signed with the justification of why the member can't submit any or only 1 or 2).

- **A confirmation email will be sent from our office upon receiving your application. Please allow up to 5 business days for the HR Staff to contact you once your application has been submitted. If you are submitting your application less than 5 business days from the announcement closeout date, please follow up after 24 hours AFTER submittal if a confirmation email has not been sent.**

PLEASE FOLLOW COMPLETE INSTRUCTIONS ANNOTATED ON THE FULL JOB ANNOUNCEMENT

Email applications to: lakeisha.mitchell@us.af.mil, tarisha.wynn@us.af.mil AND 165.AW.HRO.ORG@us.af.mil

Applications must be received by midnight on the closing date.