

Georgia National Guard



HUMAN RESOURCES OFFICE - AGR
1000 Halsey Avenue, Bldg 447
Marietta, GA 30060

Email: ng.ga.gaarnng.mbx.ngga-hro-agr-jobs@mail.mil

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: **AW 2022-022** OPEN DATE: **29 April 22** CLOSING DATE: **19 May 22**

POSITION: **ADMINISTRATION CRAFTSMAN**

UNIT / LOCATION: **117 AIR CONTROL SQUADRON
HUNTER ARMY AIRFIELD, GA**

AFSC: **3F571 (Qualification in and possession of AFSC 3F551)**
MINIMUM MILITARY GRADE: **TSgt (P)**
MAXIMUM MILITARY GRADE: **MSgt**
ASVAB: **A55**
POSITION NUMBER: **01730581C**

AREA OF CONSIDERATION:

NATIONWIDE STATEWIDE UNIT ONLY

This announcement is open to all current members of the Georgia Air National Guard (GA ANG).

SPECIAL NOTES: Selectee will not come on-board until 1 March 2023

NOTE: (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 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**
 - o This document must be complete and signed.
 - o Airmen who do not have 3 or any evaluation performance reports on file, must provide a signed AF77 Letter of Evaluation providing justification for the evaluations unable to provide. 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.

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BRIEF DESCRIPTION OF DUTIES

This position is located in the 117th Air Control Squadron. Provides administrative support to Air Force, joint, and DoD organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties.

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

- A. Office Management. Manages processes and activities to support organizational communications, specializing in correspondence preparation, distribution, suspense tracking, and workflow management. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format.
- B. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel. Ensures accuracy of information in various databases.
- C. Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.
- D. Knowledge is mandatory of office management policies, Forms and Publications program manager, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.
- E. Knowledge is mandatory working in Defense Travel System (DTS) and AROWS processing orders, creating and processing pay rosters for regularly scheduled drill.
- F. Manages the Government Travel Card Program as the Agency Program Coordinator.
- G. Manages Security Clearances and security incidences as the Security Assistant.

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: 3F571 at 117 ACS**, Hunter Army Airfield, 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 AFSC/Skill Level and Rank requirements stated above or TSgt and below rank announcements with no specified skill level (must meet rank/AFECD requirements).
 - Category II – All other applicants who do not possess the required AFSC and skill level, 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.

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- 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
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- 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. Missing or expired documentation) 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 001-2015 / Jane S. Doe).**
- Hard-copy and faxed applications will not be accepted.
- 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 uploaded.

<p>Email applications to: tyisha.mcnutt@us.af.mil, nicholas.coney@us.af.mil AND maria.ivey@us.af.mil</p>
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<p>Applications must be received by <u>midnight</u> on the closing date.</p>
