



Washington Air National Guard Active Guard Reserve (AGR) Announcement

JOB ANNOUNCEMENT # 16-014-ANG

POSITION INFORMATION

Position: Air AGR Manager **Grade:** E9
Location: Human Resources Office **AFSC:** 3S091
Camp Murray, WA
Opening Date: 1 December 2015 **Closing Date:** 15 December 2015

WHO CAN APPLY

All current AGR members of the Washington Air National Guard assigned to the 194th Wing. This position is also being offered as a Technician position. See Technician Vacancy Announcement # **15-308-ANG** for application instructions. **HIRE IS CONTINGENT UPON APPROVED MCR**

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- Must possess any of the following AFSCs: 3S071, 3S271, 3A171 or 6F071. If 3S071 AFSC is not held must be eligible to retrain into that AFSC. To be eligible for retraining must have a minimum ASVAB score of 41 in Administrative and have a PULHES score of P-3 U-3 L-3 H-2 E-3 S-3. Applicant must retrain into either AFSC within 1 year of hire date
- Must be a MSgt (E7) or above
- Must have completed SNCOA
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

This position is located in the Human Resources Office (HRO). Its purpose is to serve as the Air AGR Manager for the state while working in a joint environment comprised of Air and Army personnel. Responsible for developing, managing and oversight of Air AGR programs within the state. Primary point of contact for communications with NGB/A1 concerning the AGR program. Focal Point for AGR Resource Allocations (RAs) from the Manpower Resource Voucher (MRV) and Unit Manning Document (UMD). Coordinates with State headquarters personnel to identify State needs for mission accomplishment. Monitors UMD to preclude excess and/or overgrade assignments of AGR personnel and to preclude over-execution of allocated RA. Manages and provides oversight of AGR Controlled Grades. Compiles and submits State AGR controlled grade requirements and execution report monthly to NGB/A1M. Responsible for AGR Announcements and Selections for the state. Reviews consistency of the AGR program vacancy announcement and hiring procedures. Processes all requests for AGR tour announcements to ensure compliance with directives or instructions

ELEMENTS



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The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

- Ability to communicate effectively and persuasively, both orally and in writing, with personnel at various levels of command. Must possess strong Customer Service skills
- Ability to manage multiple tasks while handling a large volume of work, with frequent interruptions
- Ability to plan, organize work, meet deadlines
- Ability to analyze information, to determine its relevance, and to provide options to management/supervisors/military members regarding appropriate course of action
- Fundamental knowledge of military human resources policies, rules, guidelines, instructions, etc. to understand the assigned program(s) and converse effectively with function managers, commanders and all customers
- Knowledge and application in various personnel systems to include: Microsoft Office, Military Personnel Data System (MILPDS), Air Reserve Order Writing System (AROWS) and MCR and Reporting System (MARS)

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) (*only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) NO BINDERS OR BOUND DOCUMENTS

Email applications to: REBEKAH.L.STROMAIN.MIL@MAIL.MIL

When emailing applications, please put the announcement number and last name in the subject line

Applications can also be mailed to:

118 Infantry Drive, bldg. 118
Camp Murray, WA 98430
Attn: SMSgt St.Romain

Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc. please allow an additional 3-5 days to the**



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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.

ADDITIONAL INFORMATION

- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.