

UTAH AIR NATIONAL GUARD

ANNOUNCEMENT #	DATE
AIR 16-543	18 October 2016
POSITION TITLE	MAXIMUM GRADE
Supervisory Human Resources Specialist (Military) CMSgt/E-9	3S000, 3S0X1, 3S2X1
LOCATION OF POSITION	AREA OF CONSIDERATION
151st FSS, SLC, Utah	On Board AGR Only
VACANCY REQUIREMENTS	
Enlisted	Male/Female
OPENING DATE	CLOSING DATE
18 October 2016	15 November 2016
*** Concurrent with Tech announcement Air 16-284 ***	

**UTAH NATIONAL GUARD
FULL-TIME VACANCY
ANNOUNCEMENT
SUBMIT APPLICATION TO:**

**UTAH NATIONAL GUARD
ATTN: HRO-AGR-Air
12953 S. Minuteman Drive
DRAPER, UTAH 84020-9286
TELEPHONE: (801) 432-4237**

**APPLICATIONS SUBMITTED IN POSTAGE
PAID FEDERAL ENVELOPES ARE IN
VIOLATION OF 18 USC SECTION 1719 AND
WILL NOT BE CONSIDERED.**

**FAXED APPLICATIONS WILL NOT BE
ACCEPTED.**
<http://www.ut.ngb.army.mil/hro>

A. ELIGIBILITY REQUIREMENTS:

1. Enlisted personnel must possess an AFSC compatible with SPMD upon selection for AGR duty. If there are no applicants who have the required AFSC, then the applicant must sign an agreement to retrain. Enlisted grades SrA (E-4) or below must possess an awarded three or higher skill level in the AFSC. Enlisted grades SSgt (E-5) or higher must possess an awarded five or higher skill level in the AFSC. **EXCEPTION:** Enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level AFSC in the advertised duty AFSC. An AGR not possessing the advertised AFSC must meet the minimum eligibility requirements for the AFSC and must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
2. Must meet physical qualifications outlined in AFI 48-123.
3. 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.
4. Applicant for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding indicating that they will not qualify for a regular retirement.
5. Applicant may not be selected for an initial AGR tour in grades E-8, E-9, O-4, O-5, or O-6 without approval from HRO.
6. Applicant must not have been previously separated for cause from active duty or a previous AGR tour.
7. Applicant's military grade cannot exceed the maximum military grade authorized. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.
8. If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 245-2441.
9. Any enlisted Airmen applying for a commissioning opportunity announcement must be qualified for commissioning at the time of application IAW ANGI 36-2005, Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force. 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.

B. APPLICATION PROCEDURES: (Individuals who meet the basic qualification requirements must submit, as a minimum, the following forms):

- a. NGB 34-1, *Application for Active Guard/Reserve (AGR) Position* (Dated 11 November 2013)
- b. Current Report of Individual Person (RIP) (may be obtained from vMPF at <https://ww3.afpc.randolph.af.mil/vmpf>)
- c. Most recent *Report of Individual Fitness* from Air Force Fitness Management System (AFFMS) (https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness_Home)

IMPORTANT!!!

Please read **DISCLAIMER:** You the applicant are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the supervisor, the decision is final. Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents.

YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.

OTHER:

1. If selected, individual must have a current physical exam IAW AFI 160-43.
2. As a condition of employment, the selectee agrees to attend all Unit Training Assemblies (UTA) and Annual Training (AT) with his or her unit of assignment.
3. The basic duties, responsibilities and qualifications are described on the reverse.

SELECTING SUPERVISOR: Maj. Travis J. Perry

VICE: Vacant

APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE.

Directly supervises and provides technical and administrative supervision to the Personnel Systems, Customer Service, Career Enhancements, Employments, Relocations, and Readiness functions of the MPF. May perform military human resources work in any of these program areas. Resolves technical/policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Assists in the overall management of all military human resources programs. Provides direct support to wing, geographically separated units (GSU), tenant units, all assigned personnel, their dependents, and retired members. Plans, organizes and directs the activities of military human resources programs, ensuring that the Military Personnel Flight complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the MPF performing customer service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, Relocations, and Readiness. Plans and develops policies, procedures, and goals for the effective administration, direction, management, and operation of the function. Serves as the MPF Commander's technical advisor for all personnel functions within the military human resources program areas supervised. Executes management policies by developing and implementing internal procedures and plans of action, establishing conformance to those policies. Researches, interprets, analyzes and applies Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force (AF), and Department of Defense (DOD) guidelines, policies, regulations, etc. Establishes policies and procedures for accomplishment of military human resources programs. Serves as the Test Control Officer. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Approval level for upgrades, downgrades, and withdrawal of AFSCs at wing/base level. Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Supports affirmative action with consideration of equal employment opportunity in all aspects of personnel actions. Keeps employees informed of National Guard Bureau (NGB), state, wing goals, objectives, and policies, and informs management of employee input and concerns. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment.