

Texas Air National Guard Air Active Guard Reserve (AGR) Vacancy

Announcement Number: AGR-16-69

Open Period: 15 August 2016 to 14 September 2016

Open Areas of Consideration: In-service (Onboard AGR)

This vacancy announcement is open to all presently employed permanent Active Guard Reserve (AGR) at the wing.

Appointment Factors (those that may apply): **Maj/O-4 (Promotable) to Lt Col/O-5**

Authorization of a controlled grade is required for promotion to Lt Col/O5

Position Information

Title: Deputy Commander, 147 MSG

Grade: O-5

Position #/s: (0170) 0084267934 & (0028) 0071733434

Unit/Duty Location: 147 RW, Ellington Field JRB, Houston, TX

Funding Availability: MCR Required

Concurrently Advertised: 147-16-41, Deputy Mission Support Officer, GS-0340-13 @ <https://tmd.texas.gov/air-tech>

SUMMARY

Specialty Summary: Serves as Deputy Mission Support Group (MSG) Commander as the full assistant to the MSG Commander. Assists in directing and managing all infrastructure operations (civil engineering, crash/fire/rescue, disaster preparedness, environmental management, personnel, command, control, communications and computer systems (C4), logistics plans, programs and readiness, base supply, transportation, vehicle maintenance, contracting, security forces, medical support, base services, fuels management and all other support base functions. Assists the MSG Commander in directing and managing all programs and operations in support of the total base, to include tenant organizations and assigned geographically separated units.

Duties and Responsibilities:

- Assists MSG Commander in providing direction and oversight of work on infrastructure support for organizations on Ellington Field. Assists in setting priorities, preparing schedules and planning, developing, and publishing mission support policies and procedures.
- Assists in providing administrative management and oversight of U.S. Property and Fiscal Officers (USP&FO) within supply (property) and civil engineering (real property) and assists MSG Commander with the wing Survival Recovery Center during Emergency operations.
- Serves as an On-Scene Commander during military or civil emergencies and oversees a Regional Operations Security Center (ROSC).
- Represents the MSG Commander in chairing the Wing Environmental Protection Program Committee that develops the base hazard abatement program by establishing guidelines for the handling of hazardous materials (HAZMAT) and prevention of HAZMAT mishaps.
- Provides oversight of base-wide logistics readiness functions, to include supply, transportation/traffic management, vehicle operations and maintenance, fuels management, and logistics plans and programs, to ensure the mission of the wing/base is supported at all times.
- Assists the MSG Commander and coordinates with USFP&O in managing and supervising base contracting personnel and programs.
- Assists in directing the development of group training goals and long-range advanced planning including primary and ancillary training, facility/equipment modernization, and improvements/replacement. Develops detailed plans for meeting training goals/advanced plans.
- Monitors the unit Status of Resources and Training Systems (SORTS) and AEF Reporting Tool (ART) reports for all mission support functions to reflect unit mission capability under wartime conditions. Identifies training, personnel, and equipment requirements to ensure the readiness capability of each assigned unit. Assesses the status impact on organizational programs and resource management.
- Advises/coordinates wing involvement in planning, implementing, and directing unit response to Defense Support to Civil Authorities.

QUALIFICATION REQUIREMENTS

- **Open to the following AFSCs:** 30C0, 21R3, 31P3, 32E3G, 38P3, 17D3Y
- Knowledge is mandatory of: Air Force management concepts and objectives, and their relationship to mission accomplishment; concepts and directives governing the administration of military justice; principles of military administration; personnel management; resource management; force protection; MWRS; communications - computers and visual information; public affairs; and manpower.
- Experience is mandatory in overall direction and responsibility for activities within the area of personnel; CE; security forces; administration; logistics; MWRS; communications - computers; visual information; public affairs; or manpower.

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is 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. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INSTRUCTIONS FOR APPLYING: Incomplete/expired paperwork will **NOT** be considered

1. **NGB Form 34-1, (dated 11NOV2013, Previous Editions are Obsolete)**, *Application for Active Guard/Reserve (AGR) Position*. **Announcement number and position title (i.e. AGR-16-XX, etc.) must** be annotated on the form.
2. **Copy of Records Review RIP within last 30 days**. May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**). Records Review RIP must be no more than 30 calendar days old.
3. **AF Form 422, Notification of Air Force Member's Qualification Status validated within the last 12 months (required), and AF 469, Duty Limiting Condition Report (if applicable)**.
4. **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment must be no more than 12 months old**. Air Force/Air National Guard can obtain fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. 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 DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. **DD Form 214s (if applicable)**
6. Other documents (EPRs/OPRs, Resume, etc.) are **optional**.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address:

ng.tx.txarng.list.hro-agr-air@mail.mil no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, with the proper naming convention of Last Name- Announcement number (i.e. **Last Name-AGR-16-XX**). Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified. **Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); such as SSN, DOB, home/ mailing address, height, weight, Body Mass Index, marital status, number of dependents, religious preference.** Copies of official transcripts will be accepted (if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants NLT 10 days after the announcement close out date. If you need to update a previously submitted package, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. "**Update Last Name-AGR-16-XX**")

REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.
The Texas National Guard is an Equal Opportunity Employer.