

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

Announcement Number: **AGR-17-07**

AGR applicants only need to apply to this announcement for consideration.

Open Period: **8 November 2016 to 2 December 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):* **CMSgt/E-9**

Position Information

Title: **Command Chief, 149 FW**

Grade: **CMSgt/E-9**

DAFSC: **9E000**

Position #: **(0128) 0075019834**

Unit/Duty Location: **149 FW, JBSA, San Antonio, TX**

Funding: **Pending MCR processing**

Concurrently Advertised: 149-17-15, Wing Command Chief Master Sergeant, GS-0301-11 @

<https://tmd.texas.gov/air-tech> & Traditional/DSG, 17-017 @ <https://tmd.texas.gov/air-traditional>

SUMMARY

Specialty Summary. Serves as a member of the commander's staff to advise and assist in matters concerning enlisted members of the command or organization; Senior Enlisted Advisor in the wing, managing all military aspects of full time and traditional enlisted Airmen. As the ANG Enlisted Program Manager for the wing, the CCM with the guidance of the ANG State Headquarters CCM, serves as the primary advisor and spokesperson regarding ANG issues related to the analysis and enforcement of established policies and standards for all enlisted Airmen of the Wing. The Wing CCM is responsible for advising ANG commanders and staff on mission effectiveness, professional development, military readiness, training, utilization, health, morale, and welfare of the command's enlisted Airmen and takes action to address shortfalls or challenges.

Duties & Responsibilities:

- The Wing CCM advises, carries out, and monitors the Wing Commander's organizational policies, programs, and standards applicable to the ANG enlisted force.
- Manages, studies, analyzes, and oversees the administration, coordination, planning, development, and execution of all ANG enlisted member programs within their respective wing.
- Conducts studies to develop plans and programs designed to develop and maintain the high enlisted esprit de corps and morale among wing enlisted Airmen in accordance with Air Force Instruction 36-2618 (The Enlisted Force Structure).
- Provides general supervision of the assigned ANG enlisted forces and is the functional manager for the wing First Sergeants, and the wing Honor Guard program. Understands roles and responsibilities of these programs.
- Directs, advises, and coordinates with ANG NCOs and other wing enlisted organizations, councils, groups, etc., and their representatives.
- Counsels ANG wing enlisted personnel on issues not referred through official military or technician chain of command.
- Develops, participates, and provides guidance in planning, publicizing, and administering ANG enlisted awards and recognition programs.
- Evaluates, oversees, and supports ANG enlisted professional military education, retention efforts, and professional development programs.
- Reviews and provides counsel to the Wing and Group Commanders on all inquiries concerning operations, administration, policy, etc., that affect or are projected to affect enlisted personnel.
- Initiates correspondence to all military, AGR, and technician branches on behalf of wing enlisted Airmen to other federal, state, and local civilian agencies, and appropriate military headquarters, on all matters affecting enlisted personnel and state missions of the ANG.
- Performs frequent year-round visits for the purpose of observing, in all military and civilian technician contexts, groups and squadrons within the wing.
- Makes recommendations for improvement, expansion, increased ANG Wing enlisted involvement and command utilization, etc., and oversees the development of wing-wide standard operating procedures (SOPs) and other guides that further the understanding among enlisted personnel and provide dynamic motivation for efforts toward attainment of readiness.
- Makes frequent visits to units, facilities, and activities, and advises them to changes/guidance of all processes/directions affecting ANG Wing enlisted personnel.
- Promotes programs that save time, materiel, and funds in which ANG Wing CCM and Senior NCOs can participate. Promotes safety programs concerning all phases of wing training and operations.

Conditions of Employment & Notes:

- Must maintain good fitness condition as well as presenting a good professional image so as to set an example for all enlisted airmen.
- Subject to frequent travel away from the duty station and may be required to travel via air and ground military transports.
- May be required to work irregular work schedules to include shift and night work for the purpose of visiting enlisted Airmen in every squadron, environments, and during all duty schedules.

QUALIFICATION REQUIREMENTS

- Mandatory AFSC Entry Requirements:
 - Strength Aptitude Code, X=G (40 lbs.)
 - Physical Profile, PULHES=3

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, Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013: *Previous Editions are Obsolete.* Announcement number and position title must be annotated on the form. (i.e. "AGR-16-XX")**
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 an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Military biography IAW AFH 33-337
6. Personal letter of intent IAW AFH 33-337, outlining career goals and objectives
7. A Commander endorsement memorandum (agreeing to release member; stating fitness standards; government travel card statement; stating not pending adverse action)
8. Other documents (EPRs, 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-17-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-17-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.