

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

**Announcement Number:** AGR-17-13

**Open Period:** 14 December 2016 to 30 December 2016 *(This is a 15 day announcement)*

**Open Areas of Consideration:** In-state

*This announcement is open to all participating members of the Texas Air National Guard, to include those on Stat Tours*

**Appointment Factors:** Open TSgt/E-6 to MSgt/E-7

**Position Information:**

**Title:** Personnel (Installation Readiness- IPR)

**Grade:** MSgt/E-7 (EGR17 Downgrades position to TSgt/E-6 on 1 April 2017)

**DAFSC:** R3S071

**Position #/s:** (0148) 0072617734

**Unit/Duty Location:** 149 FSS, JBSA-Lackland, San Antonio, TX

**Funding Availability:** AGR Funded

**Concurrently Advertised:** N/A

### SUMMARY

**Specialty Summary.** Serves in the functional area to design, analyze, supervise, or monitor the computer applications of automated Air Force functions. Automated functional applications analysts functionally analyze requirements, define objectives, and determine how they can be met more effectively by automated methods; assist in developing complete plans; and conduct general and detailed flow charts and block diagrams to graphically systems logic and processing flow from initial input to final output. Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander's Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures.

#### **Duties and Responsibilities:**

- Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, personnel reliability program, personnel readiness and career progression.
- Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Reviews personnel records, and interviews individuals to ensure accuracy of information. Performs personnel actions. Updates computerized personnel data.
- Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits.
- Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.
- Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, squadron information, and enlisted and officer professional military education. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions.
- Performs Personnel Support for Contingency Operations (PERSCO) functions.

### QUALIFICATION REQUIREMENTS

- **Trainees Not Applicable: MUST HOLD 3S071 AFSC**
- Knowledge is mandatory of: officer and airman classification systems; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; administrative communications policies and procedures, correspondence and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; benefit programs; principles, policies, and concepts of personnel management.
- Experience performing or supervising one or more functions associated w/preparing and maintaining PDS and manual records, personnel classification, force management, auditing records and reports, or career progression counseling.

## 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-17-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. Enlisted members overgrade (higher ranking) to the appointment factors; a signed memo to willingly take a demotion must be included in the application package.
6. **DD Form 214s (if applicable)**
7. 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](mailto: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, emailed with the proper naming convention of Last Name-Announcement number (i.e. **Last Name-AGR-17-XX**) in the subject line. 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 (see 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 requirements, 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 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

**Must possess or be able to obtain 295 Special Experience Identifier (SEI) within 12 months of appointment.**  
**Have a valid and current Security Clearance with ability to obtain Top Secret Clearance.**

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.