

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

Announcement Number: **AGR-17-25**

Open Period: **08 February 2017 to 23 February 2017** (*This is a 15 day announcement*)

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: **Open to SrA/E-4 NTE TSgt/E-6**

Position Information

Title: Administration, MXG CSS (Maintenance Group)

Grade: TSgt/E-6

DAFSC: 3A171

Position #/s: (0128) 0072851534 / (0170) 0105707034

Unit/Duty Location: 149 AMXS, Joint Base San Antonio Lackland, TX

Funding Availability: MCR required

Concurrently Advertised: **149-17-48, HR Assistant, GS-0203-06** @ <https://tmd.texas.gov/tmd-jobs> (*filter job type Air Tech*)

SUMMARY

Specialty Summary. Provides administrative support to Air Force, Department of Defense (DoD), and joint organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties.

Duties and Responsibilities:

- *Office Management.* Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, and meeting support. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.
- *Human Resources.* Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.
- *Executive Support.* Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates gifts, and manages guest lists.
- *Postal and Official Mail.* Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.

QUALIFICATION REQUIREMENTS

- **Trainees Not Applicable: MUST HOLD 3A1X1 OR 3S0X1 AFSC**
- *Knowledge.* Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.

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. **Required:** **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013;** *previous versions are obsolete.* Announcement number & position title must be annotated on the form. (i.e. "AGR-17-XX")
2. **Required:** **Current Report of Individual Person (RIP), within the last 30 days.** For AF/ANG, you can obtain your Records Review RIP from your FSS/CSS or go to <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx> (RIP must show your ASVAB scores and awarded AFSCs). RIPs must be no more than 30 calendar days old.
3. **Required:** **Current Report of Individual Fitness Assessment, within the last 12 months.** Selectee *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.
4. **Required, if applicable:** A signed memo to willingly take a demotion; for enlisted members, higher ranking to the appointment factors.
5. **Optional:** DD214s, EPRs/OPRs, Resume, letters of recommendation
6. **Optional:** Current Preventative Health Assessment (PHA)/physical qualification status:
 - Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.
7. Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

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, 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/mailling 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

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.