

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT 15-128a Open Date: 11 September 2015 Close Date: 12 October 2015

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**BRANCH OF SERVICE:** AIR NATIONAL GUARD (ANG)

**POSITION TITLE:** FSS PERSONNEL READINESS

**UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE:** MSgt/E7

**ORGANIZATION/LOCATION:** 175<sup>TH</sup> WING, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899

**SEQUENCE:** #

**SALARY:** Full Military Pay and Allowances, depending on rank and longevity of selectee.

**WHO MAY APPLY: OPEN TO ONBOARD AGR AND CURRENT ENLISTED MEMBERS OF THE MARYLAND AIR NATIONAL AND THOSE ELIGIBLE FOR MEMBERSHIP AND MEMBERS ON STATUTORY TOUR.**

**QUALIFICATION/ELIGIBILITY REQUIREMENTS**

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

**BRIEF OF DUTIES AND RESPONSIBILITIES**

The primary purpose of this position is to administer the personnel readiness program; provide technical guidance and assistance to commander within the organization on all aspects of the program. Develops wing readiness plans for the administration of contingencies and mobilization. Serves as advisor to Wing/Group and unit commanders on deployment programs. Manages and controls the Deliberate Crisis Action Planning and Execution System (DCAPES). Responsible for Personnel Support for Contingency Operations (PERSCO) mission ready training. Responsible for safeguard and proper destruction of classified material. Responsible for SORTS monitoring. In charge of Line of Duty (LOD) and Non Duty DES program. Provides duty status report weekly. Provides technical assistance to all reporting officials. Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Authenticates prior and non-prior service enlistments, and prepares and processes enlistment and appointment documents. Performs personnel relocation actions pertaining to voluntary and involuntary reassignments, separations, retirements, conditional release programs, separations based upon Medical Evaluation Board/disability separations and retirements, Stop Loss waiver requests, Selective Retention separations, and inter and intra service transfers. Provides input in development of plans for administration of contingencies and mobilization, maintaining accountability for all assigned deployed personnel, and Partial Mobilization (PM) management of activation orders in the event of Presidential Reserve Call Up (PRC), and in coordinating with wing Plans Office to support all unit deployments and wartime tasking. Performs other duties as assigned.

**AFSC**

**AFSC: 3S0X1.** Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted).

**SPECIAL INFORMATION (IF APPLICABLE)**

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.

**APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)**

**NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.**

**DO NOT STAPLE, DOUBLESIDE PRINT, OR PLACE DOCUMENTS INTO FOLDERS/BINDERS.**

**Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!**

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

Forward application and attachments to:

**HUMAN RESOURCES OFFICE  
ATTN: NGMD-AG-HRO  
AGR BRANCH  
Fifth Regiment Armory  
Baltimore, MD 21201-2288  
FAX 410-576-6176**

**AGR VACANCY APPLICATION  
PROFILE VERIFICATION STATEMENT**

NAME \_\_\_\_\_ ANNOUNCEMENT # \_\_\_\_\_

**A. FITNESS PROGRAM TEST VERIFICATION**

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

\_\_\_\_\_  
\*Signature/Rank/Title Verifying Official

\*Current supervisor, commander, or designated WMP Monitor

**B. APTITUDE SCORES**

Mech: \_\_\_\_\_ Admin: \_\_\_\_\_ Gen: \_\_\_\_\_ Elect: \_\_\_\_\_

\_\_\_\_\_  
\*\*Signature/Rank/Title Verifying Official

\*\*Current supervisor, commander, or Customer Service Representative

**C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT**

P:\_\_\_ U:\_\_\_ L:\_\_\_ H:\_\_\_ E:\_\_\_ S:\_\_\_ X Factor \_\_\_ Dated \_\_\_\_\_

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

\_\_\_\_\_  
\*\*Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1**

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION