

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 16-010a Open Date: 06 November 2015 Close Date: 08 December 2015

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

(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #16-004A)

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: BASE SERVICES MANAGER

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: CMSgt/E9
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SMSgt/E8**

ORGANIZATION/LOCATION: 175TH FORCE SUPPORT SQUADRON (FSS), 2701 EASTERN BOULEVARD, MIDDLE RIVER, MD 21220

SEQUENCE: # 568731

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

WHO MAY APPLY: OPEN TO CURRENT ONBOARD AGR AIRMEN OF THE MARYLAND AIR NATIONAL GUARD ONLY.

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

Ensures Services combat readiness is achieved through the analysis, supervision, development, and implementation of Base Services programs, missions, functions, activities, and events. Serves as the primary point-of-contact for wing Services matters. Manages the base Subsistence and Food Services Programs. Prepares, manages, and maintains a comprehensive annual budget and related contracts for Services training, equipment, and supplies, as well as official travel within the Operations and Maintenance (O&M) and Military Personnel (MILPERS) appropriations. Manages the base Lodging Program. Reviews higher headquarters plans and taskings, determines impact on Services activities, and prepares related summaries for higher-level reviews. Maintains the on-line Prime Readiness in Base Services (RIBS) Manager's guide to document program continuity. Maintains close working relationship with, and provides liaison between, squadron commander, wing senior leadership, active duty host, NGB/A1S, and gaining MAJCOM for management of manpower, budget, training, deployment, and coordination of Base Services programs. Plans, coordinates, monitors, and documents Services training activities for Unit Training Assemblies (UTAs) and annual training (AT) periods. Manages the flight mobility program. Prepares and reviews annexes to operations, plans, and orders as they pertain to Services [e.g., Base Support Plans (BSPs), Joint Support Plans (JSPs), and Air Base Operability (ABO) plans]. Performs other duties as assigned.

AFSC

AFSC: 3M0X1 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 CHECKLIST

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.

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

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: MDNG-HRO-AGR
AGR BRANCH
Fifth Regiment Armory
Baltimore, MD 21201-2288**

**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