

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175

POSITION VACANCY ANNOUNCEMENT 16-111a Open Date: 19 August 2016 Close Date: 19 September 2016

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

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: HUMAN RESOURCES ASSISTANT

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

ORGANIZATION/LOCATION: 135th INTELLIGENCE SQUADRON, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, Maryland 21220

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 (A1C/E3 to SSgt/E5 ONLY) OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP.

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 are not able to be move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Provides technical assistance to all reporting officials. Quality reviews reports for compliance with current directives and standards. Assists in the management of the military awards and decorations program. Coordinates, monitors, and ensures accountability of annual tour participation. Monitors Line of Duty (LOD) determinations and incapacitation pay requests. Ensures compliance with suspense requirements. Researches Unit Personnel Record Group (UPRG) and various source documents pertinent to service data discrepancies. Computes service dates as required. Monitors administration of the officer/enlisted promotion program. Provides assistance in administering and managing the enlisted retention program. Provides procedural guidance to commanders, supervisors, and staff members on the Weight Management Program (WMP). Provides advice and assistance to commander and staff on various Career Enhancement programs. Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Participates in development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Ensures records are accurately maintained and updated. Provides assistance to higher-grade employee with the Point Credit Accounting and Reporting System (PCARS) program. Compiles reports and statistical information regarding various programs. Verifies information and prepares or ensures preparation of ID card requests for all eligible personnel. Assists in the management of the Servicemen's Group Life Insurance (SGLI) program. Ensures unit members are aware of various benefits available through TRICARE medical/dental programs, Survivor Benefits, Thrift Savings Plan (TSP), etc. Participates in management of the Military Dress and Appearance program. Fully participates in administration of the Casualty Service Program and in monitoring of the Family Care Program. Ensures action is taken to correct military records when required. In the absence of the program manager, may assume responsibility for control of the Customer Services element. Processes military passports and applications. 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. Works to resolve passport issues and processing and assists in carrying out the Military Personnel Appropriations (MPA) man-day program. Supports Contingency and Exercise deployments and provides procedural guidance to wing/unit commanders, supervisors, staff members, and unit deployment managers (UDMs) concerning deployment process. Provides input to the Wing/Unit Commander(s) on strength and other readiness issues. Participates in management of deployment systems and assists with Personnel Support for Contingency Operations (PERSCO) mission readiness and training. Safeguards and, when appropriate, destroys classified material in compliance with COMSEC procedures and in accordance with Air Force instructions, higher headquarters, and local guidance. Ensures TDY processing meets requirements for deployments, and participates in developing, establishing, and maintaining of work center training programs. Participates in analysis and subsequent determinations regarding personnel matters that may affect Active Guard Reserve (AGRs), traditional reservists, and/or family members. Participates in staff visits and trains personnel within the unit on Personnel Readiness programs for which they are responsible. Participates in preparation of and presents periodic briefings/orientations on mobilization procedures to commanders required to support deployments. Performs other duties as assigned.

AFSC

AFSC: 3S071. 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). Applicants for enlisted positions must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECD, dtd 31 January 2012, Attachment 4. **Qualifying ASVAB scores: Must have a minimum score of 41 in General.**

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.
6. **Must be able to obtain or currently have a TS/SCI security clearance.**

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**

**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