

AIR GUARD AGR VACANCY ANNOUNCEMENT

Missouri National Guard Human Resources Office ATTN: NGMO-HRD-AGR 2302 Militia Drive Jefferson City, MO 65101-1203	Announcement Number: AF17-233 Opening Date: 11 October 2017 Closing Date: 31 October 2017
Telephone Numbers: Commercial (573) 638-9500, Ext. 37498 DSN 555-9500, Ext. 37498 Website: http://www.moquard.com	<input type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input checked="" type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government.
Position Title, AFSC and Grade: Production Recruiter & Retainer (PRR) AFSC: 8R000 TSGT (E-6)	Location: 131 st Bomb Wing Whiteman AFB, MO
Additional Information:	For More Information: MSgt Krista McFatrige, 660-687-7420

Applications Will Be Accepted Only From:

ALL SOURCES (Air National Guard, Active Duty or AF Reserves). Applications will be accepted from individuals who meet the additional requirements below.

Additional Requirements

(If you do not meet all of these requirements, your application packet will be rejected.)

Air Force Specialty Code (AFSC): 8R000. If not fully qualified at time of application, individual must be AFSC qualified within one year of selection. Applicants must meet the prerequisites outlined in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program. Required security clearance IAW appropriate regulation.

Promotion Potential: The known promotion potential for this position based on ANGI 36-101 Comparability Table 13.1: **TSgt (E-6).**

Current Military Grade Requirements: SrA (E-4) and above members can apply. Individuals whose rank exceeds the maximum grade (E-6) for this position will be required to take a reduction in rank prior to accepting the position.

SPECIALTY QUALIFICATIONS:

1. Must be knowledgeable of the organization, mission, and operations of the ANG.
2. Comply with military duty eligibility requirements IAW ANGI 36-101 and AFECDD.
3. Must be a Senior Airman (E4) through Technical Sergeant (E6).
4. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
5. Must be willing to work long and irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.

6. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG R&R duties. Must possess clear and effective oral and written communication skills with a working knowledge in current computer software applications.

7. Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.

8. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier.

9. Must attain/maintain training standards and task certifications according to specific duty position Job Qualification Standards (JQS).

ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:

10. No history of emotional instability, personality disorder, or other unresolved mental health problems.

11. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

12. Must possess a valid state/territory driver's license to operate government motor vehicles (GMV) IAW AFI 24-301, Vehicle Operations.

13. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

Applicants Must at Application Time:

1. Meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123. Member must also meet the requirements of AFI 36-2905, and other regulations as required.

2. At the time of entry on the AGR program, be able to complete a minimum of 20 years of Active Federal Service prior to mandatory separation date (MSD). 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 contained in ANGI 36-101.

3. Not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian).

MISSOURI AIR NATIONAL GUARD MEMBERSHIP IS REQUIRED.

IMPORTANT NOTICE

Applications will be screened after the job closing date; therefore, all documents must be current and valid as of the closing date. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after 1700 CST on the closing date. Applications received after 1700 CST on the closing date of the vacancy announcement will be rejected. A separate application is required for each vacancy announcement.

Instructions for Applying

If you are unable to provide any of the documents below, a memorandum must be submitted explaining why that document is not available or included.

Individuals must submit the following **REQUIRED** documents:

NGB Form 34-1 (USE LATEST VERSION 20131111), (Application for Active Guard/Reserve (AGR) Position). ENSURE position announcement number and position title are completed. This form must be signed and dated. Ensure you explain any "YES" answers per instructions on NGB Form 34-1 section V (except Questions 9 & 17). <http://www.ngbpcdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>

- Current Individual Fitness Report (within 12 months)**, applicant must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For applicants/members with a documented DLC at the time of application, which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required, or equivalent, if other branch of service.
<https://www.my.af.mil/afpc2affms/affms/ui/dashboard.jsp>
- Current Career Data Brief (CDB)** from virtual MPF. <https://ww3.afpc.randolph.af.mil/vmpf/>
- Record Review RIP** within the last six months or equivalent, if other branch of service.
<https://ww3.afpc.randolph.af.mil/vmpf/>
- AF Form 422** (Notification of Air Force Member's Qualification Status) or equivalent, if other branch of service. <https://imr.afms.mil/imr/AppDir.aspx>
- Last three EPRs or OPRs.** <https://www.my.af.mil/afpc2vpssc/vpsc/portalLogon.do?ctrl=.96P14E8>
- AF Form 526** (ANG Point Credit Summary) or equivalent, if other branch of service.
<https://ww3.afpc.randolph.af.mil/vmpf/>
- All DD Form 214 or NGB Form 22** to verify active service (if applicable).
<https://www.my.af.mil/afpc2vpssc/vpsc/portalLogon.do?ctrl=.96P14E8>
- If necessary, memorandum from over-grade applicant stating that they will voluntarily take a reduction in rank if selected for the position.

CAUTION: IF YOUR APPLICATION PACKET DOES NOT PROVIDE ALL THE INFORMATION REQUESTED ON THE FORMS AND DOCUMENTS LISTED ABOVE, YOU WILL LOSE CONSIDERATION FOR THE JOB. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

Applicants are responsible for maintaining a copy of their applications. If you have questions, please call the AGR section well in advance of the closing date at 573-638-9500 ext. 37498.

Application Submission:

1. Using SAFE (<https://safe.amrdec.army.mil/SAFE/>), combine all documents into one .pdf file, to ng.mo.moarnq.mbx.ifmo-hrt-agr-job-applications@mail.mil **OR**

2. Mail your application to: Missouri National Guard Headquarters, ATTN: NGMO-HRD-AGR, 2302 Militia Drive, Jefferson City, MO 65101-1203

(SAFE Instructions are below). APPLICATIONS SUBMITTED AS AN UNENCRYPTED E-MAIL ATTACHMENT WILL NOT BE ACCEPTED.

SAFE Instructions: Website: <https://safe.amrdec.army.mil/safe>

1. Select accordingly if you are accessing the website from a computer with CAC Access or not. Note: Either option will allow you to send an encrypted file.

2. Enter or confirm your name is entered, then enter email address (all e-mail addresses work with SAFE).

3. Click Browse to attach your PDF File and once selected it will appear under File(s) (Applications must be submitted as ONE (1) file). **WARNING-** When combining documents into one PDF file ADOBE may strip digital signatures from documents. BEFORE SIGNING APPLICATION, COMBINE ALL DOCUMENTS INTO **ONE PDF FILE**, THEN DIGITALLY SIGN APPLICATION. It is your responsibility to check your packet to make sure all documents needing signatures have them before uploading your packet to the SAFE system. For more information on digital signatures, please refer to "AGR Application Quick Answers" in the AGR Jobs section on the MOGUARD.COM website.

4. Once you see the file, click the Box next to Privacy Act Data.
5. To the right, in the Box "Description of Files," please enter the following: "Announcement Number", "Position Title", and "Your Last Name" (ie: A17-114, RECRUITER, SMITH)
6. Under Recipient Information enter the email address: ng.mo.moarng.mbx.ifmo-hrt-agr-job-applications@mail.mil and Click Add. **WARNING-** If the above email address is not typed **exactly** as shown, your packet will not go to the correct mailbox. If this happens, our office will not be able to download, review or accept your packet for the current position.
7. Confirm the e-mail address has moved to the Recipients List Box next to where you entered it.
8. Under Email Setting, Click on the following boxes:
 - Encrypt email message when possible.
 - (Optional) Notify me when file(s) downloads are STARTED (system-generated email).
 - Notify me when file(s) downloads are COMPLETED (system generated email).
 - Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)).
9. Click on FOUO.
10. Click Upload.
11. If you did not receive a notification that your application was downloaded, please contact our office.