



Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #



COANG 22-400

<http://co.ng.mil/JOBS/AGR-Air>

POSITION TITLE: Commander Support Staff - Personnelist	DAFSC: 3F071	OPEN DATE: 26 August 2022	CLOSE DATE: 6 October 2022
UNIT OF ACTIVITY/DUTY LOCATION: COANG CSS Enterprise Buckley Space Force Base, CO		GRADE REQUIREMENT: Minimum: E4 Maximum: E6	
SELECTING OFFICIAL: MSgt Karina Van Voorhis COMM: (720) 847-9701 DSN: 847-9701	(HRO Use Only) 09687341C AVAILABLE: Immediately	QUALIFICATION REQUIREMENTS: *RETRAINING OPPORTUNITY*	

AREAS OF CONSIDERATION

Category A: Current members of the Colorado Air National Guard

RETRAINING OPPORTUNITY

See minimum retraining AFSC requirements below

All applicants MUST meet the grade requirement and physical/medical requirements outlined

All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

Position Requirements:

1. This position is located at Buckley Space Force Base, CO.
2. This position is part of the CSS Enterprise. Incumbent may be subject to movement within the CSS Enterprise without notice.
3. Applicants must hold a skill level commiserate with their current grade (ie SSgt- 5 level, TSgt- 7 level)
4. IAW the current AFECDD, Attachment 4, applicants must possess a MAGE ASVAB score of the following:
Administrative- 59

Duties and Responsibilities:

1. Refer to Air Force Enlisted Classification Directory (AFECDD) for specific duties associated with this AFSC.

ADDITIONAL POSITION INFORMATION:

- Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, separations, retirements, benefits, retention, awards, decorations, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression.

- Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Provides adequate and timely training to peers and supervisors. Reports discrepancies and recommends corrective action.

- Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

- Performs CSS personnel functions. Prepares and processes administrative support to Senior Enlisted personnel and Commanders. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions.

This position will oversee/manage/assist with the following programs:

Accessions (all COANG)

Separations/Transfers/Retirements (all COANG)

DEERS VO/SSM

AF Form 2096 updates and processing

Manpower Management (excess/over-grade, 36-11s, etc...)

AROWS HHs

Official Mail

Reenlistment Program

Promotions Program Manager

DD 214 Program Manager

INSTRUCTIONS/INFORMATION FOR APPLICANTS

<p>Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities</p>	<p>Individuals who have been separated from other military services for cause, unsuitability, or fitness for military service are not eligible to enter the AGR program</p>	<p>IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD</p>
<p>In order to properly manage the promotion opportunities and proper career management in the AGR program, Colorado HRO force management policy considers an applicant's total active federal military service (TAFMS) as a factor in hiring. The organizational standard is >8 years for entry as an E7 or O4, >12 years for entry as an E8 or O5, and >16 years for entry as an E9 or O6. This is a baseline standard that may be waived on a case-by-case basis provided the waiver is in the best interest of the organization. If applicable, the selecting supervisor will seek a waiver on the applicant's behalf; applicants have no responsibility to seek a waiver to this policy.</p>	<p>Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, <i>Medical Examination and Standards</i>. 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</p>	<p>An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an over-grade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i>, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.</p>
<p>ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."</p>	<p>This vacancy announcement may be used to create an order of merit list (OML) from which additional like vacancies may be filled without further competition. Applicants may remain on this OML for up to 90 days.</p>	<p>Any further questions regarding the AGR program may be answered in ANGI 36-101</p>

APPLICATION PROCEDURES

- Complete applications must be received no later than 2359 Mountain Time on the close date.
- Applicants without email access may make special arrangements to deliver applications by contacting the Air AGR Office via one of the methods below.
- Applicants may include copies of training certificates or any additional documentation they feel is applicable to the position for which they are applying.

UNSIGNED OR INCOMPLETE PACKAGES WILL BE DISQUALIFIED

Required Documents:

1. NGB Form 34-1, version 20131111 <https://co.ng.mil/jobs>
2. Military Resume (Cover letter is optional)
3. Current (within 30 days) 8 page Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from MyFSS (must be current as of close date on announcement)
5. At least one (1) letter of recommendation from a member of the applicant's current chain of command
6. Last three (3) Enlisted Performance Reports
7. Completed Career Change Worksheet (Steps 1-3 only)- Career Change Worksheet can be obtained from the applicant's Wing/GSU Retention Office Manager

Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio.

Application option 1: Email applications to: 140.wg.hro.agr.office.org@us.af.mil

Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within (5) business days, please contact 140.wg.hro.agr.office.org@us.af.mil

For questions regarding AGR application procedures, please contact the Air AGR Office via email at 140.wg.hro.agr.office.org@us.af.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

The Colorado National Guard is an equal opportunity employer.

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

Potential for promotion in the position is contingent upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.