



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

**COANG 22-377a**

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



<b>POSITION TITLE:</b> <b>Wing IG Self-Assessment Program Manager (SAPM)- One Time Occasional Tour (OTOT)</b>	<b>DAFSC:</b> 8I100	<b>OPEN DATE:</b> 6 October 2022	<b>CLOSE DATE:</b> 7 November 2022
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 140th Wing Buckley Space Force Base, CO		<b>GRADE REQUIREMENT:</b> Minimum: E6 Maximum: E7	
<b>SELECTING OFFICIAL:</b> Capt Shaunna Reed DSN: 847-6389 COMM: (720) 847-6389	<b>(HRO Use Only)</b> 106327234 Available: TBD	<b>QUALIFICATION REQUIREMENTS:</b> Open to any AFSC	

## AREAS OF CONSIDERATION

**Category A: Current members of the Colorado Air National Guard**

**\*Must hold a minimum 7-level in ANY AFSC\***

*\*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. Position is assigned to Buckley Space Force Base, CO.
2. This position is a One Time Occasional Tour (OTOT). Orders will be for 36 months.
3. This position will not result in career status or a permanent position with the Colorado Air National Guard. Applicants may still apply for other AGR announcements within the organization.

### Duties and Responsibilities:

4. Refer to Air Force Enlisted Classification Directory (AFECD) for specific duties associated with this AFSC.
5. Applicant cannot have a current Unfavorable Information File or open IG investigations.
6. Education: Must possess a CCAF degree or civilian equivalent and be current in all Professional Military Education commiserate with current grade.

### Additional position information:

**Knowledge.** Knowledge of Air Force readiness and compliance objectives, and Air Force Inspection System management concepts and their relationship to mission accomplishment is mandatory.

**Education.** For entry into this SEI, upon selection member must enroll in soonest available (and then attend) Air Force Basic Inspector or Training Course.

**Training.** Completion of the Air Force Basic Inspector Course taught by the Air Force Inspection Agency (AFIA) or the Inspector General Training Course (IGTC) is mandatory. Experience. Previous inspector experience at the unit, wing or MAJCOM is preferred.

### Other, for entry into this specialty:

- Demonstrated ability to prepare written reports.
- Recommendation by unit commander.
- No Unfavorable Information File or open IG investigations.

**For entry and retention of this specialty, must meet requirements listed in AFI 90-201, The Air Force Inspection Program.**

-For award and retention of AFSC 8I000, must maintain local network access IAW AFMANs 17-1201, User Responsibilities and Guidance for Information Systems and 17-1301, Computer Security.

**Major Duties:**

1. Serves as Wing Self-Assessment Program Manager (SAPM) and Management Internal Control Toolset Lead. Independently assesses wing programs and capabilities as reported in MICT in order to support the wing CCIP and exercise and evaluation program, ensuring compliance with legal and regulatory requirements, and ensuring the prioritized interest of the Air Force (e.g. SII, CII, etc) and Airmen needs are met. Validates and verifies wing, group, and squadron self-assessment (SA) program results to enable the Wing IG to plan, organize, and execute a wide range of activities for the CCIP under AFIS. Manages the SA by ensuring that the MICT is accurate and up to date. Coordinates with wing leadership, Major Command (MAJCOM) IG, MAJCOM Functional Area Managers (FAM), NGB FAMs and ANG/IG to provide feedback on Self-Assessment Communicators (SACs) quality, Staff Assistance Visit (SAV) effectiveness and trends identified. Ensures all wing SACs for locally developed instructions are IAW Air Force Instructions, are current and updated. Handles all MICT administrative permissions within the Wing to include assigning points of contact and reviewers for each SAC. Schedules unit SA, MICT, Inspector General Evaluation Management System (IGEMS) Training. Serves as the wing's focal point for assimilating pertinent data and information for the Wing IG, MAJCOM/IG, ANG/IG and to higher headquarters FAMs as required.
2. Performs analysis of unit self-assessed capabilities versus inspection requirements to build inspection sampling strategies. Establishes and utilizes metrics and analysis systems to assess efficiency, effectiveness, and compliance with regulatory procedures to enable Wing IG to determine the most efficient exercise and inspection scenarios to minimize costs and maximize unit readiness. Interprets data within MICT to allow Wing IG to focus inspection efforts appropriately. Aids in developing inspection criteria for exercises based on analyzed MICT data. Analyzes data from multiple sources (MICT, IGEMS, Status of Resources & Training System (SORTS), Defense Readiness Reporting System (DRRS), Air Expeditionary Force (AEF) Reporting Tool (ART), etc) to detect excellence and deficiencies, and to report trend information. Uses analyzed data to formulate and execute exercise scenarios relevant to the Wing's primary mission and the surrounding environment. Assists in the scheduling, planning and execution of inspections/exercises including short-notice and no-notice inspections/exercises at all organizational levels of the wing to include GSUs. Oversees and validates self-assessed unit compliance and capability to execute combatant command missions. Assists and trains the Wing Inspection Team (WIT) to accurately perform inspection duties utilizing MICT. Develops and coordinates data for Wing IG to brief monthly (or quarterly) Commander's Inspection Management Board (CIMB) results to the Wing Commander. Analyzes MICT and SA feedback and develops strategies to validate identified observations. Runs reports, collects data, results, and MICT status for the Wing Commander's Inspection Report (CCIR). Gathers and analyzes unit reporting data to ensure compliance with federally mandated programs which include, but are not limited to, IO; WII; and VAP. If applicable, compiles data to report nuclear, conventional and expeditionary readiness and to evaluate corrective actions for identified deficiencies.
3. As the Wing SAPM and MICT technical expert, trains IG personnel, WIT, and group, squadron, and flight SAPMs on the proper use of MICT. Trains WIT members on how to derive data and validate MICT inputs during inspections. Identifies, troubleshoots and corrects MICT and IGEMS malfunctions and assists in correcting MICT and IGEMS operator errors. Accurately interprets MICT answers, observations and timelines and helps the appropriate Point of Contact (POC) to implement proper countermeasures. Runs IGEMS and MICT reports to gather data for trend analysis of the wing's SA program. Compares and validates proposed corrective actions in MICT and IGEMS so Wing IG can assess effectiveness. Follows-up with all unit's progress on correcting MICT observations and IGEMS deficiencies. Utilizes MICT and IGEMS to facilitate the CCIP. Identifies CCIP trends and employs Root Cause Analysis (RCA), such as AFISO21 processes for deficiency and observation resolution. Ensures corrective action officers are answering self-assessment observations in MICT and post-inspection results in IGEMS in an accurate and timely manner IAW with AFI 90-201 timelines. Compiles information from MICT and IGEMS to ensure inspectors have all information for CCIP inspections/exercises, validation and verification.
4. Represents the Wing IG with a variety of wing, functional area, local community, state and federal organizations. Establishes, develops, and maintains effective working relationships with ANG/IG, NGB staffs, MAJCOM staffs, State IGs, and wing leadership at all levels on matters concerning Air Force inspections.
5. Provides advisory services to individuals, other staff offices, managers, supervisors and employees concerning the IG program and processes. Explains and interprets AFIS and CCIP inspection program and AFI 90-201 requirements to all Wing personnel. Explains and refers complaint procedures, Freedom of Information Act (FOIA) and Privacy Act (PA) inquiry procedures, and Fraud, Waste and Abuse (FWA); etc, and responds to a variety of inquiries concerning redress available to military and civilian members.
6. Performs other duties as required.

## INSTRUCTIONS/INFORMATION FOR APPLICANTS

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	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	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
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.	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	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.
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...."	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 three months.	Any further questions regarding the AGR program may be answered in ANGI 36-101

## 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 (<http://co.ng.mil/JOBS/AGR-air>)
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. Last three (3) Enlisted Performance Reports (EPRs)
6. Unit Commander signed MFR that includes the following information: 1. Validation that applicant does not have a current UIF or open IG investigation and 2. Recommendation for member to participate in IG Duty

**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](mailto: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 three business days, please contact [140.wg.hro.agr.office.org@us.af.mil](mailto: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.ahro.agr.office.org@us.af.mil](mailto:140.wg.ahro.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.