



# Delaware Air National Guard

## ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT

<b>Position Title:</b> Administration Craftsman	<b>Position Number:</b> 04-AF-15	<b>Open Date:</b> 6 April 2016	<b>Close Date:</b> 16 May 2016
<b>Required AFSC:</b> 3A1X1	<b>UMD Positon Number:</b> 0966503	<b>Minimum Grade:</b> Tsgt (E6) <b>Maximum Grade:</b> MSgt (E7)	
<b>HRO Point of Contact</b>		<b>Duty Location</b>	
<b>Email:</b> <a href="mailto:NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL">NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL</a> <b>Telephone:</b> (302) 326-7806 or (302) 326-7807 <b>Facsimile:</b> (302) 326-7119		Delaware Air National Guard 166 <sup>th</sup> Operations Group New Castle, Delaware 19720	

### ZONE OF CONSIDERATION

Zone 1	Restricted Statewide (On-Board DEARNG Active Guard Reserve (AGR) Soldiers Only)
<b>X Zone 2</b>	<b>Unrestricted Statewide (DANG AGR &amp; Traditional Soldiers)</b>
Zone 3	Nationwide (Soldier eligible to become a member of the DEARNG)

### DUTIES AND RESPONSIBILITIES

Provides administrative support to Air Force, Department of Defense (DoD), and joint organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties.

Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, and meeting support. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.

Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations. See attached position description for additional details.

### MINIMUM QUALIFICATION REQUIREMENTS

- Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905.
- Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
- Must meet any Special Requirements as specified on Position Description.
- Failure to maintain the appropriate security clearance level will result in removal from the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
- You must be in a military status to apply for an AGR position.
- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
- IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI36-101.
- IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 18 months when in the best interest of the unit, State, or Air National Guard.
- Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
- IAW ANGI36-101, paragraph 4.1.6.3, applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment.



# Delaware Air National Guard

## APPLICATION REQUIREMENTS

At a minimum, the following forms and documents will be required from all applicants:

- **DEARNG AGR (Air) Applicant Worksheet.**
- **NGB Form 34-1** (Application for Active Guard/Reserve (AGR) Position).
- **NGB Form 34-2** (Certificate of Agreement and Understanding – Initial Entry Only).
- **NGB Form 34-3** (Certificate of Agreement and Understanding – OTOT Only).
- **DENG Point of Contact Form.**
- Copy of **state and military driver's license.**
- Current **Report of Individual Personnel (RIP)**: Obtained from Virtual Military Personnel Flight (vMPF) or the Force Support Squadron (FSS). Must show ASVAB Test Scores and awarded AFSC(s).
- **AF Form 422 or AF Form 469** - Physical Profile Report. Must be obtained from Medical Group. Must be dated within the last 12 months. All applicants **MUST** submit either one of these forms. Must show PULHES.
- **DD Form 214/215**- all copies ever received and any other official documentation to verify all Active/Reserve/National Guard service. The DD Form 214 must be the copy which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code.
- **Resume** and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- **Performance Reports**- Applicants must include last 5 received EPRs/OPRs to include current. Any packets not containing the last 5 received EPRs/OPRs must include IAW AFI36-2406 para. 1.2.2.2 the following forms to justify all absences/overlaps or gaps. AF Form 77(LOE)/AF Form 475(TR) whichever is applicable to your situation. A Memorandum for Record (MFR) must be submitted if you do not have the listed AF Forms. All gaps/absences/overlaps must be explained.
- **Air Force Fitness Management System (AFFMS)** – Current passing (test within last 12 months) official printout from AFFMS database showing a score of 75 or higher.
- **Letters of Recommendation** (optional) signed by a SMSgt/CMSgt/Lt Col or above.

## IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION:

- Blank forms can be located on the AGR SharePoint site ([Active Guard Reserve \(AGR\) Branch - Application Forms](#)) and the Delaware National Guard Website ([DNG Website](#)).
- Applications must be typed or printed in legible dark ink, signed and dated. Incomplete application packages (i.e. failure to explain “yes” answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Applications will be submitted to [NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL](mailto:NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL) as one (1) attachment.
- Failure to follow the instructions in this announcement will result in packet disqualification.
- Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- Records of applicants will be screened by the HRO - AGR Management Section prior to submission to the selection panel.
- Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-selection within 30 days of final selection.
- Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until AGR orders have been published by the HRO-AG office.

## Length of Tour/Appointment

IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a Probationary Period of 3 years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

The publication of AGR orders by HRO will be the official appointment into the Delaware Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

The Delaware National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.



# Delaware Air National Guard

**PVA #:** 04-AF-16

**Closing Date:** 16 May 2016

**POSITION TITLE:** Administration Craftsman

**ORGANIZATION LOCATION:** 166<sup>th</sup> Operations Group - Delaware Air National Guard

## **ADMINISTRATION CAREER FIELD (3A) Operations Group Customer Support Specialist (CSS)**

### Introduction

The Administration Career Field, Operations Group Customer Support Specialist (CSS) performs and manages a variety of activities in direct support of the Operations Group Commander, serves as the focal point, local authority and expert source for information for all administrative functions of the Group. Performs duties in such areas as administration, travel, training, files management, accountability, and reports. Included are office management duties, such as preparing and distributing correspondence, tracking suspense's, managing workflows and electronic content sites, maintaining multiple organizational and individual calendars, managing electronic mail systems, supporting meetings, publications, and forms duties. Position requires the ability to operate a LAN terminal and personal computer with working knowledge of work processing software such as Microsoft, Word, Excel, PowerPoint, etc. Knowledge of overall automated system organization to consist of: E-mail, ATAAPS, MILPDS, PRDA, VPC, and other automated systems that require use on a daily basis. Safeguards FOUO information, maintenance, use, and disposition of records. Organizes and maintains logs showing the suspense, status of action and correspondence and follows up as necessary to ensure that requirements are completed. Reviews correspondence for correct format, punctuation, spelling, grammatical accuracy, factual correctness, enclosures, dates, and signatures. Prepares replies to general inquiries based on the nature or degree of sensitivity of the information and composes letters, memoranda, and responses requiring signatures by the supervisor or Commander in accordance with format requirements. Requests information such as status reports, suspense dates for matters requiring compliance, and similar information readily available from files. Serves as a Government Travel Account Program Coordinator, and works with personnel on applications, creation, assistance and compliance with established procedures. Provides administrative support for human resource programs, including personnel rosters, and evaluations for the Operations Group. Assists with travel arrangements such as organizing travel and lodging preparations, coordinating itineraries, and preparing trip folders. Oversees the Officer and Enlisted Evaluation Program; reviews OPR's and EPR's for accuracy prior to signature by the command element. Exercises a thorough knowledge of the regulations, procedures and processes governing administrative management functions and the organization's structure and functions. Provides guidance to training, correspondence, timekeeping, supplies, postal/official mail managements, forms control, records management, distributing incoming mail, maintaining postal records, and is considered the resident expert on these subjects for the organization. Manages recognition/special ceremonies, coordinating gifts, and guest lists for various events.