DEPARTMENT OF THE AIR FORCE
FLORIDA NATIONAL GUARD
Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008

NATIONWIDE

ACTIVE GUARD RESERVE (AGR) - VACANCY ANNOUNCEMENT # 024-13(M)

Open To: Anyone in the Air National Guard, Air Force Reserve or the United States Air Force who has the potential to become a member of the Florida Air National Guard.
Position Title: HVAC Technician
Unit/Duty Location: HQ 101AOG, Tyndall AFB, Fl. **Number of Positions:** 1
Open Date: 24 January 2013 **Close Date:** 20 February 2013
Min/Max Grade Authorized/Required: E5(P)E6 **Security Clearance:** Secret
Required AFSC: 3E171 **ASVAB**: M:47 **PULHES:** 333223
Air AGR Manager: MSgt Robin L. Reynolds (904) 823-0148 or e-mail robin.l.reynolds4.mil@mail.mil

Position Description: Installs and operates HVAC/R systems and equipment. Interprets drawings and schematics, and installs HVAC/R components. Installs, repairs, fabricates, and tests piping and tubing systems. Installs, connects, troubleshoots, and maintains HVAC/R controls. Tests HVAC/R equipment for proper operation. Balances air and water in HVAC systems. Monitors systems operation to ensure efficiency and compliance technical orders, manufacturer handbooks, local procedures, codes, and directives. Evaluates water treatment for heating and cooling systems. Ensures compliance with safety and environmental regulations for fuels, refrigerants, and hazardous materials. Maintains, and repairs HVAC/R equipment and systems. Performs recurring maintenance and seasonal overhaul on systems and components. Uses drawings and schematics to analyze and isolate system malfunctions. Troubleshoots malfunctions. Repairs or replaces components. Modifies equipment for specific missions or to increase efficiency. Maintains tools and equipment. Maintains shop tools and equipment. Advises on problems installing and repairing HVAC/R equipment and systems. Solves maintenance problems by studying layout drawings, wiring and schematic drawings, and analyzing construction and operating characteristics. Develops and establishes operation and maintenance procedures to ensure maximum efficiency.

Length of Tour: 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).

Appointment: The publication of AGR orders by HRO will be the official appointment into the Florida 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).

MINIMUM QUALIFICATION REQUIREMENTS

1. Individuals must meet Physical Fitness Standards. Air 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 AFI 36-2905.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
3. Must meet any Special Requirements as specified on Position Description.
4. Failure to obtain and maintain a **SECRET** security clearance will result in removal from the AGR program.
5. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
6. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
7. You must be in a military status to apply for an AGR position.
8. 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.
9. 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.
10. 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 for AGR tours 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 ANGI 36-101.

11. 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 when in the best interest of the unit, State, or Air National Guard.
12. 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.
13. Only FLANG AGR's may apply if the Min/Max rank and ASVAB requirements are met.
14. IAW ANGI 36-101, paragraph 4.1.6.3, applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy prior to applying for an AGR position.

APPLICATION INSTRUCTIONS

Submit applications to the address listed below:

Florida National Guard
ATTN: HRO-AGR (Air)
82 Marine Street
St. Augustine, FL 32084

Applications must be received before the Close of Business (COB) on the closing date to be processed. Packets will only be considered if the minimum documents are included.

1. **NGB Form 34 -1** - ONE signed original (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV.
2. Current **Report of Individual Personnel (RIP)**: Obtained from your unit, Virtual Military Personnel Flight (VMPF) or the Military Personnel Flight. **Must show ASVAB Test Scores and awarded AFSC(s).**
3. **AF Form 422** - Physical Profile Report. ONLY On-Board Florida Air National AGR members may apply while on a profile, this does not apply to any other type of military status. You must submit this form whether you are on a profile or not. Must be dated within the last 12 months.
4. **DD Form 214**- 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.
5. **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.
6. **Performance Reports** - Last 5 years of EPRs/OPRs to include current. Absence or overlaps of EPRs/OPRs **must** be explained in a Memorandum for Record (MFR) and **submitted** with packet.
7. **Air Force Fitness Management System (AFFMS) –** Current passing (test within last 12 months) printout showing a score of 75 or higher.
8. **Letters of Recommendation** (optional) signed by a SMSgt/CMSgt/Lt Col or above.
9. DO *assemble all documents in a single neat stack,* ***with single sided white paper*** *and bind together with a binder clip.*

10. DO NOT forward packets with any type of a document binder, folder, document protectors, staples, paper clips, tabs, color paper to separate documents; or double sided images.
11. Packets will only be accepted via email from Airmen deployed OCONUS.
12. Include your **e-mail address** on the NGB Form 34-1(handwrite on top of form) and/or on the resume.
13. Packets will only be considered if you submit the minimum required documentation. Applications **WILL NOT** be returned.