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) – MILITARY VACANCY ANNOUNCEMENT # 39-13(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: Civil Engineer
Unit/Duty Location: 202RHS, CBJTC, Starke, Fl. **Number of Positions:** 1
Open Date: 13 February 2013 **Close Date:** 14 March 2013
Min/Max Grade Authorized/Required: 04(P))06 **Security Clearance:** Secret
Required AFSC: 32EX/30C0 **ASVAB**: N/A **PULHES:** N/A
Air AGR Manager: MSgt Robin L. Reynolds (904) 823-0148 or e-mail robin.l.reynolds4.mil@mail.mil

Position Description: Responsible for effective unit management and accomplishment of the total workload necessary to provide essential services and support for the entire unit and attached units. Coordinates with military unit commanders and technician supervisors to bring about maximum utilization of unit personnel. Responsible for continued and effective management in all RED HORSE functions and phases to assure a sound program able to withstand close scrutiny and critical analysis. Conducts frequent inspections and workload analysis to obtain maximum utilization of available resources. Prepares for and participates in readiness evaluations, combined unit inspections and mobility and command support exercises. Must have experience in the field of engineering and facilities management, in addition to experience developing and recommending policy, organizing and carrying out specific programs, evaluating and recommending changes in methods of operations.

*** Members that hold the AFSC 30C0 may apply, but must meet retraining requirement for AFSC 32EX at time of application. Requirement is to have an engineering degree from an accredited college.**

***This position is also being advertised as a Technician position. TVA# FL13-084.**

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, 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.
3. 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.
4. Must meet any Special Requirements as specified on Position Description.
5. Failure to obtain and maintain a **SECRET** security clearance will result in removal from the AGR program.
6. 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.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. You must be in a military status to apply for an AGR position.
9. 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.
10. 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.

MINIMUM QUALIFICATION REQUIREMENTS (Continued)

11. 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.
12. 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.
13. 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.
14. All Technicians/DSG's must be AFSC qualified to apply.

!!! IMPORTANT NOTICE !!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after 1700hrs. on the closing date.

Incomplete packets will not be considered.

It is extremely important to follow the application instructions contained in the job announcement.

Systemic errors and trends are as follows:

NGB 34-1 (*missing signatures***). Questions unanswered or form not signed.**

NGB 34-1 Section IV, not submitting separate sheet to explain "YES" answer, excluding items 9&10.

DD 214 / DD 215 are not included in the application. The DD 214 form does not include the bottom portion of the document indicating the reason for Release from Active Duty and the RE (reenlistment) code. *(Application must include* **"ALL COPIES"** *received since joining the military)*

Missing Current AF Form 422 Medical profile dated within the last 12 months.

Missing Current passing AFFMS printout dated within the last 12 months.

Last 5 years of EPR's/OPR's *(to include current)* **are not included in the application or their absence/overlap not explained in an Memorandum for Record to the board president from the Airman.** ***All gaps / overlaps must be explained in the MFR (****mandatory****).***

APPLICATION REQUIREMENTS

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 Virtual Military Personnel Flight (VMPF) or the Force Support Squadron (FSS). **Must show ASVAB Test Scores and awarded AFSC(s).**
3. **AF Form 422** - Physical Profile Report. Must be obtained from Medical Group. 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 214/215**- 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.
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** – AGR's must include last 5 received EPRs/OPRs to include current. Absence or overlaps of EPRs/OPRs **must** be explained in a Memorandum for Record (MFR) and **submitted** with packet. DSG's must include an MFR identifying their status and the absence of the required EPR/OPR.
7. **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.
8. **Letters of Recommendation** (optional) signed by a SMSgt/CMSgt/Lt Col or above.
9. DO *assemble ALL above required 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.