



**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



STATEWIDE

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 49-13(M)

Open To: Current Florida Air National Guard Members Only.

Position Title: Knowledge Operations Management

Unit/Duty Location: HQ 101AOG, Tyndall AFB, Fl.

Open Date: 25 February 2013

Min/Max Grade Authorized/Required: E6(P)E7

Required AFSC: 3D071

ASVAB: A:47

Number of Positions: 1

Close Date: 26 March 2013

Security Clearance: Secret

PULHES: 333233

Air AGR Manager: MSgt Robin L. Reynolds (904) 823-0148 or e-mail robin.l.reynolds4.mil@mail.mil

Position Description: Conducts information analyses to determine proper flow and life-cycle management of information, regardless of medium. Operates information systems to create, collect, process, disseminate, use, store, protect, and dispose of information. Develops, provides, and educates users on workflow capabilities and tools to comply with structured electronic processes and flexibility to create/develop ad hoc courses of actions. Manages timeliness, accuracy, and maintenance of published content. Approves and publishes content through automated publishing tools. Oversees organizations' compliance and management of AF Portal and collaboration tools. Manages publications and forms development, design, control, storage, acquisition and dissemination. Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements. Creates manual and electronics file plans. Applies file cutoff procedures and disposes of and retrieves records. Operates and manages records information management system and records staging areas. Complies with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply. Provides guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow.

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. 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.

MINIMUM QUALIFICATION REQUIREMENTS CONTINUED

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.

!!! 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 and 17.

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 (VMPPF) 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.