



**JOINT FORCES HEADQUARTERS-INDIANA
AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)**



On-Board, AGR Statewide

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16- 049-A-Air		16 August 2016	06 September 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122d FW	Fort Wayne, IN	N/A	Maj/Lt Col
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Deputy Mission Support Officer	TBD	O4/Maj	O5/Lt Col

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) -30C0

PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females.**

DUTIES AND RESPONSIBILITIES

(1) The incumbent serves as a full assistant to the Mission Support Group Commander. Assists the Mission Support Group Commander in providing group-level direction and management for work characterized as infrastructure support for organizations and tenants of the host ANG base. Assists in directing the work to be accomplished by an organization consisting of 8 - 12 fulltime direct reporting subordinate supervisors and 100-150 base support employees in technician grades up to GS-13, Active Guard/Reserve (AGR) military grades up to Lt Colonel, and various state program and contract employees engaged in supervisory, professional, technical and administrative work. Assists in setting priorities and preparing schedules for completion of work. Assists in planning, developing, and publishing mission support policies and procedures within the established controls of higher command echelons. Assists in assigning work to subordinate units based on priorities, work requirements and responsibility assignments, and the capabilities of the employees. Reviews, accepts, amends or rejects work which has been accomplished through subordinate supervisors.

(2) Assists the Mission Support Group Commander in directing all host base infrastructure activities and functions. Evaluates supervisors and reviews evaluations made by supervisors for their assigned employees. Approves selections for supervisory and non-supervisory positions. Hears and resolves group grievances and serious employee complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving group employees and determines required action. Ensures position descriptions of subordinates are accurate. Establishes work performance standards for branch chiefs and other key personnel and completes annual performance evaluations. Implements and enforces diversity, equal employment opportunity,

and labor-management relations programs. When appointed, serves as a management representative for labor contract negotiations.

(3) Assists the Mission Support Group Commander in providing oversight and direction in the planning, scheduling, and implementation of host base operating support programs to meet local mission requirements, as well as Federal and state requirements, regulations and statutes. Assists the Mission Support Group Commander in exercising managerial and executive level understanding in each supervised discipline at a sufficient level to properly assess the success and effectiveness of critical programs necessary to support day-to-day group and individual unit operations. Assists in providing administrative management and oversight of assigned Assistant U.S. Property and Fiscal Officers (USP&FO) within supply (property) and civil engineering (real property). Works with other support group commanders, of the same and/or different mission design series, to advise on policies and procedures affecting the ANG support workforce, support infrastructure, and regulatory guidance which affects support areas. Participates in councils that meet at the national level on areas that pertain to base support infrastructure plans and programs.

(4) Assists the Mission Support Group Commander to implement the host Mission Support Group portion of the Designed Operational Capability (DOC) statement of the unit and/or the Emergency War Orders (EWO). In support of USAF Air Expeditionary Force (AEF), Agile Combat Support (ACS) requirements, assists in the development and implementation of unit plans for execution of deployments and contingency objectives to meet USAF and Joint Chiefs of Staff (JCS) goals. Coordinates required AEF planning and resources with other ANG and USAF units, the National Guard Bureau, and other higher headquarters agencies to support and implement the AEF mission. Represents the wing at scheduled national-level planning conferences to commit wing personnel and materiel resources to sustain AEF/ACS tasking. Through analysis of unit strengths and capabilities, balances ACS commitments to ensure acceptable OPSTEMPO and PERSTEMPO levels. Assists the Mission Support Group Commander in managing and directing all wing activation, mobilization, deployment, and demobilization activities and functions.

(5) Represents and speaks for the Mission Support Group Commander with representatives of the National Guard Bureau, the Adjutant General, USP&FO, MAJCOMs, other military components, tenant units and organizations, state/local governments, local media, business and other public/private groups or organizations having an interest in the programs of the wing/base. Assists the Mission Support Group Commander in planning, implementing, and directing unit response in such areas as homeland defense, weapons of mass effect, counterdrug support, and disaster response.

(6) Advises the Mission Support Commander, Wing Commander and other group commanders in planning, developing, and implementing a Wing Strategic Plan. Participates in the strategic planning process at the state and Federal level.

(7) Monitors the unit Status of Resources and Training Systems (SORTS) and AEF Reporting Tool (ART) reports for all mission support functions to reflect unit mission capability under wartime conditions. Identifies training, personnel. Identifies training, personnel, and equipment requirements to ensure the readiness capability of each assigned unit. Assesses the status impact on organizational programs and resource management.

(8) Advises the wing staff regarding application and implementation of new technologies that affect host base operations. Maintains awareness of technological advances and oversees application and implementation of high technology issues and developments associated with command, control, communications, and computers (C4), personnel data systems, air base operability, and security systems., and equipment requirements to ensure the readiness capability of each assigned unit. Assesses the status impact on organizational programs and resource management.

(9) Assists the Mission Support Group Commander to ensure Civil Engineering support is available for mission requirements and base needs. Coordinates base engineering requirements with wing/base staff pertaining to mission priorities and operability. In coordination with the Base Civil Engineer, assists in the development of the Base Land Use and Facilities Master Plan. Where assigned, provides 24-hour, multi-shift fire/crash/rescue service in support of wing and/or civilian flying operations. As designated, represents the Mission Support Group Commander as the host mission support representative and key advisor on the Facility Working Group and Facilities Utilization Board. Directs actions to correct deficiencies and improve program management in the

mission support functional areas. As designated, serves as the Emergency Operations Center Director for major accident response. Assists the Mission Support Group Commander in ensuring all legal, statutory, and regulatory requirements are met through supervision by the Assistant U.S. Property and Fiscal Officer for real property. Ensures the Civil Engineering Squadron is organized, trained and equipped for worldwide contingency deployment.

(10) Assists the Mission Support Group Commander to ensure host Base Services support is available for mission requirements and base wide needs. Monitors the adequacy of Prime RIBS training and deployment programs. Establishes, monitors, and evaluates the wing fitness program to meet worldwide readiness and deployment standards. Develops, implements, and manages the services of non-appropriated fund instrumentalities (NAFI) at authorized locations.

(11) Oversees the management and direction of the host Force Support Squadron. Assists in the development and implementation of local military personnel policies and procedures. Through the supervision of the Mission Support Group Commander and the Director of Personnel, plans, organizes, directs and controls wing military personnel programs, to include initial accession, education, training, and assignment to appropriate military specialties. Coordinates full-time personnel policies and programs with state Human Resources Office (HRO). Ensures equal employment opportunity and diversity program elements are established and implemented within the wing. Monitors base recruiting and retention programs to ensure effective work force objectives are met. Ensures the host Mission Support Flight is organized, trained and equipped for worldwide contingency deployment.

(12) Ensures 24-hour, multi-shift or on-call command, control, computer systems, and communications (C4), and information management support is provided to all base organizations and assigned geographically separate organizations. Ensures the Communications Flight is organized, trained and equipped for worldwide contingency deployment.

(13) Assists the Mission Support Group Commander in directing the overall management of base-wide security and resource protection programs that include 24-hour, multi-shift physical security, information security, communications security, and personnel security management. Oversees assigned Federal and state security personnel. Ensures security programs are developed and implemented as directed by DOD, USAF, MAJCOM and ANG policy directives. Participates in the Force Protection Executive Council (FPEC) which establishes security policies, guidelines and initiatives for the protection of all base personnel, military aircraft, and equipment. Attends the wing Anti-Terrorism/Force Protection (AT/FP) Working Group. Works to ensure that the Security Forces Squadron is organized, trained and equipped for worldwide contingency deployment and anti-terrorism/force protection of base assets at home station and deployed locations.

(14) Oversees host base medical, bioenvironmental, and environmental management programs, ensuring each is developed and implemented according to applicable regulations. Coordinates program accomplishment with subordinates and local, state, and Federal environmental offices and agencies. Responsible for the overall management of other programs such as self-inspection evaluations and environmental management assessments. Assesses program goals to ensure compliance with Defense Environmental Quality Program Policies, and state and Federal laws. Reviews bioenvironmental and environmental inspections, audits, and external evaluations for compliance.

(15) Provides oversight of base-wide logistics readiness functions, to include supply, transportation/traffic management, vehicle operations and maintenance, fuels management, and logistics plans and programs, to ensure the primary peacetime and wartime flying mission of the wing/base is supported at all times. Ensures logistics resources are available to meet flying mission and base support requirements through active participation and involvement in budget planning and acquisition/maintenance of facilities, manpower, vehicles, fuels, technical data, munitions, tools, supplies, and related support equipment. Through the logistics plans and programs office, oversees wing deployment planning and execution to include plans, mobility bags, weapons, War Readiness Materials (WRM), ammunition, and personnel and cargo load planning and movement (via military and/or civilian transportation where required). Assists the Mission Support Group Commander in ensuring that all legal, statutory, and regulatory requirements are met through supervision of the Assistant U.S. Property and Fiscal Officer (Property).

(16) Assists the Mission Support Group Commander in managing and supervising assigned host base contracting office personnel and programs. Ensures contracting officials are properly trained and equipped to execute contracting functions in support of base and GSU requirements and missions. Assures appropriate warrants are obtained to allow contracting officials to execute required contracts, and coordinates with state USP&FO personnel when necessary to complete and execute contracts that exceed local warrant authorities.

(17) Serves on the Wing Commander's Financial Management Board. Makes recommendations to the group budget based on unit requirements and the mission. Reviews the group budget prior to submission to higher headquarters for approval. Assists the Mission Support Group Commander in administering the approved host base budget, to include the Federal Operations and Maintenance Agreement (FOMA), state financial budget contributions in support of FOMA, the base Major Construction Program (MCP) and Real Property Management (RPM) budgets, base environmental compliance program budget, and communications-computer systems budget. Makes recommendations regarding the allocation of resources to meet training goals and ensure efficient expenditure of workday allocations.

(18) Advises and coordinates wing involvement in support of state missions. Assists the Mission Support Group Commander in planning, implementing, and directing unit response in such Defense Support to Civil Authorities (DSCA) areas as homeland defense, weapons of mass effect, counterdrug support, and ANG response to natural disasters. Coordinates, with wing and group management, the utilization of wing assets and personnel in response to requests for support across a wide spectrum of events. Under the direction of the Mission Support Group Commander and the Wing Commander, serves as a point of contact in wing/base support of joint operations with the Army National Guard and other Federal and state entities in such mission support areas as civil engineering, security, communications, personnel, base services, medical support, supply, equipment, and transportation.

(19) Performs other duties as assigned.

Vice: Miller

GENERAL EXPERIENCE

Knowledge is mandatory of: Group-level direction and management for work characterized as infrastructure support, development and implementation of local military personnel policies and procedures, planning, developing, and publishing mission support policies and procedures, evaluation of supervisors and review of evaluations made by supervisors, establishing work performance standards and annual performance evaluations, knowledge of military DOC statements, AEF, and ACS planning, representing higher echelon of supervision, strategic planning, HRO policies, SORTS, ART, Facility Management Board, Facility Working Group, Financial Management Board, Emergency Operation Center, FPEC, WRM, FOMA, MCP, RPM, and DSCA execution and operations.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

-Movement of AGR resource and controlled grade (if applicable) must be approved by losing commander and JFHQ

-Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.

-Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.

-Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.

-Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).

-Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.

-**Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.

-**Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.

-Direct Deposit/Electronic Fund Transfer Program: Selected candidate is required to participate as a condition of employment.

-Vice: Miller

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

-Complete and SIGNED NGB Form 34-1.

- Applicants MUST submit PASSING fitness assessment CURRENT through the closing date.

-Current Record Review Listing (RRL-RIP). Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. **APPLICATION MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS EST ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. Please submit all documents combined into ONE PDF attachment, if possible.

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application Smith, 1 of 2). Email: ng.in.inarng.mbx.mdihrweb@mail.mil (Note: The email does not except encrypted email. Please ensure to send application packets from an appropriate military email address). Original signature will be required for EMAILED copies at the time of the interview. HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.

Selecting Official: Col Alderdice (260) 478-3212