



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



Open, 181st Air Base ONLY

ANNOUNCEMENT NO.	DATE ISSUED	CLOSING DATE	
16-044-A-Air	18 August 2016	1 September 2016	
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
137 th Intelligence SQD (181 IW)	Terre Haute, IN	N/A	2Lt/Cpt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Intelligence Officer	TBD	O1/2Lt	O3/Cpt

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 014N3

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

Manages a segment of the intelligence specialists assigned to the unit. Develops goals and objectives that integrate unit and overall intelligence program objectives. Establishes policies and procedures for accomplishment of the unit's intelligence mission. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualification, mission requirements. Identifies and communicates major job duties and performance standards. Facilitates and encourages two-way communication regarding responsibilities, expectations, goals and performance. Provides ongoing, balanced feedback on performance. Distinguishes between good and poor performance and acts accordingly. Ensures that information provided involving matters of intelligence training. Ensures that intelligence operations are accurate and consistent in order to plan and coordinate the work directed with that of others outside the unit. Resolve differences of opinion among managers, supervisors, employees, or others. Serves as a member of an ISR unit crew performing specialized intelligence duties. Responsible to train assigned military unit members in the duties and functions associated with intelligence Tasking, Processing, Exploitation, and Dissemination (TPED). Plan, monitor and/or conduct training as required by AFI 36-2201 and training management plan. Publishes finished reports and documents for use by decision-makers in the squadron, AOC, Air Force MAJCOMs, Joint Commands, and the National Agencies. Tasked with continuing coordination and conferencing with a variety of counterparts and higher-level officials in the gaining command and in a large segment of the defense sector of the intelligence community. Supports the Occupational Safety and Health Program. Observes and complies with all safety rules and regulations established for the unit. Inspects the work area for all hazards. Positive control of equipment, computers, and other assets. Maintain standards of personal conduct and code of ethics of government service. Works to promote and achieve the objectives of the government-wide programs and policies such as EEO, Labor Management Relations, Element Teamwork, addressing informal complaints through discussions with fellow employees, management, and other appropriate agencies. Evaluates

subordinates work performance through formal appraisals. Timely submission of appraisals/standards. Determines training needs for subordinates, and promotes programs and management practices that enhance cost reduction. Awards and quality maintenance. Ensures that position descriptions are accurate. Schedules leave and attendance of subordinate personnel. Actively enforce work schedules and corrects deficiencies in subordinate's attendance.

GENERAL EXPERIENCE

Knowledge is mandatory of: intelligence organizations and systems; collection and reporting systems, procedures, and methods; intelligence information sources; techniques of identifying, collating, evaluating, and analyzing information; geographical and cultural aspects of foreign countries; current military capabilities and employment tactics of potential enemy offensive and defensive weapon systems; special operations; procedures for acquiring, updating, and maintaining intelligence documents, maps, and charts; map and chart use techniques; graphic, oral, and written intelligence information presentation; target planning and materials; target folder construction techniques; capabilities and application of automated data handling and management systems; security classification marking and control; US sensor systems; regional physical characteristics relative to radar significance; methods of verifying target intelligence information derived from imagery; basic electromagnetic theory; computerized systems supporting target intelligence and mission planning systems; digital terrain and feature databases; principles of precise positioning systems; targeting and weaponeering.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Selected applicant's start date will be based on position vacancy
- Educational Requirements and/or Substitution of Education for Experience: Successful completion of a full four (4) year course of study in any field leading to a bachelor's degree, in an accredited college or university, is required.
- 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 **TOP 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: Lt Clint Robinson

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 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 (Eastern Standard Time) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- **Incomplete application packets will NOT be considered for further review. [If emailed, 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.inarnng.mbx.mdhrweb@mail.mil 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 Matthew C. Brown, INANG 543-1182