



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



## Open Nation Wide

ANNOUNCEMENT NO.		DATE ISSUED		CLOSING DATE			
15-002-A-Air		23 October 2014		06 November 2014			
UNIT OF ASSIGNMENT		LOCATION		CIVILIAN SERIES & GRADE		SALARY RANGE	
181 <sup>st</sup> IW		Terre Haute, IN		N/A		Col	
POSITION TITLE		PDCN		MINIMUM MILITARY GRADE		MAXIMUM MILITARY GRADE	
Vice Air Commander		TBD		O-5/Lt Col		O-6/Col	

### COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) 91W0

### 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, follow 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

The primary purpose of this position is to provide leadership and guidance on behalf of the Wing Commander to group commanders and organizational staff. Incumbent functions as the full time assistant to the Wing Commander on a vast number of mission requirements in relationship to manpower, equipment, training, funds and compliance with federal, state and local authorities. Position is heavily involved in unit goals, long and short range planning of all unit programs. Provides guidance, resources and other support requirements.

### GENERAL EXPERIENCE

Experience, education or training in managing or directing, one or more programs, including appropriate supporting service organizations. Supervisory, managerial, professional or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques. Experience using computer and automation systems. Experience analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions; preparing reports, plans, policies and various correspondence; evaluating objectives and develop plans to facilitate the availability and effective utilization of various resources; have knowledge of the organization and its mission and utilized the organizational staff procedures AND experience applying analytical and evaluative techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions.

Ability to determine unit goals which are the foundation for long and short range planning and execution of all unit programs, and provide focus for all unit functions and activities, and ensures goals coincide with national, regional, and state military strategies and local limitations. Ability to make critical judgments and decisions regarding the safety and security of Airmen, assigned military personnel, and associated civilians in resolving all matters in regards to the mobilization and deployment of personnel for local, regional, and world-wide missions, both domestic, homeland security, and combat military operations.

Skill in exercising supervisory personnel management responsibilities; and directing, coordinating, and overseeing work through subordinate supervisors.

Skill in ensuring manpower authorizations, grades, and specialties are adequate for the mission, and maintaining military and full-time strength (FTS) through recruiting and retention programs.

Knowledge of Equal Employment and Equal Employment Opportunity Programs and ensuring these programs are effective.

Ability to ensure the proper and adequate security and safeguarding of property, communications, Intelligence, information operations (IO) weapon systems and equipment, resources, and personnel entrusted to the Wing and subordinate units, and develop Physical Security and Resource Protection Plan which identifies high value/risk assets, evaluates potential threats, and sets levels of protection.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Lt Col/05 applying **MUST** be **immediately eligible for promotion** to Col/06.
- Educational Requirements and/or Substitution of Education for Experience: Successful completion of a full 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: Col Renwick

### 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 CURRENT fitness assessment.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS 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 Osborn: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.**

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: [ng.in.inarng.mbx.mdihweb@mail.mil](mailto:ng.in.inarng.mbx.mdihweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: L. Kip Clark, Col, INANG, Wing Commander**