



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



**Open to On-Board 122<sup>nd</sup> FW ONLY**

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
15-042-A-Air		04 June 2015	18 June 2015
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 <sup>nd</sup> FW	Fort Wayne, IN	N/A	2 Lt/Lt Col
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Human Resources Officer	TBD	O-1/2 Lt	O-5/Lt Col

**COMPATIBLE MILITARY ASSIGNMENT**

Air Force Specialty Code (AFSC) 38PX

**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**

Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance. Oversee and conduct strategic sourcing studies. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping

programs. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

### GENERAL EXPERIENCE

Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Protocol, Resource Management, Mortuary Affairs, Casualty, SAPR, EO, Resiliency and Quality of Service Programs.

### OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- If a Maj/O4 or Lt Col/O5 is selected they cannot be appointed until a control grade is available
- Must be commissioned officer
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of AFI 36-2905 Air Force 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.
- 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 maintain/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: Metzger

## 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. 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 Estes: 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 46241-4839, Email: [ng.in.inarnng.mbx.mdhrweb@mail.mil](mailto:ng.in.inarnng.mbx.mdhrweb@mail.mil) Original signature will be required for EMAILED copies at the time of the interview.

**Selecting Official: Col Christopher Alderdice, 122 Mission Support Group Commander**