



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



On-Board, Statewide

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
16-013-A-Air		12 February 2016	26 February 2016
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122 nd Fighter Wing	Fort Wayne, IN	N/A	TSgt/SMSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Ground Safety Manager	TBD	E6/TSgt	E8/SMSgt
COMPATIBLE MILITARY ASSIGNMENT			
Air Force Specialty Code (AFSC) 1S0XX			
PERMANENT CHANGE OF STATION (PCS) FUNDING			
FUNDS MAY BE AVAILABLE			
MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION			
<input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u> <input checked="" type="checkbox"/> IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments. <input checked="" type="checkbox"/> Open to Females .			
DUTIES AND RESPONSIBILITIES			
<p>Plans, organizes, and directs safety activities. Develops policies and procedures for implementing and evaluating safety programs. Coordinates with staff activities and operational sections to ensure safety requirements are integrated into the organization program. Maintains close liaison with federal, state, municipal, and private agencies sharing common safety concerns. Establishes work priorities and maintains systems to effect accomplishment of program processes. Arranges for group meetings or individual instruction through coordination with commanders and supervisors. Conducts and assists in managing safety programs. Evaluates safety program effectiveness. Coordinates with agencies and staff activities on safety related matters. Prepares and conducts briefings, meetings, training classes, and associated functions. Determines safety education requirements for groups or individuals. Develops training plans to ensure worker qualification and training. Prepares and conducts training programs for collateral duty safety personnel. Performs inspections, surveys, and program evaluations of areas and operations to identify mishap potentials and assess integration of risk management approach, safety equipment, and procedures. Performs periodic and special inspections of facilities, flight lines, maintenance, and industrial areas; missile launch complexes and support functions; munitions facilities and operations; and nonindustrial and recreational areas. Reports findings, assigns risk assessment codes, recommends corrective actions, and conducts follow-up inspections. Participates in Hazardous Communication, Environmental Compliance Assessment Management Program, and other environmental programs. Reviews explosives quantity distance waivers and deviations, and processes hazardous air traffic</p>			

reports. Reviews purchase, service, and construction contracts. Prepares safety criteria. Reviews contract proposals, statements of work, local purchase orders, and work requests for inclusion of safety criteria. Participates in workload planning and preconstruction conferences, pre and post award meetings, and pre and final inspections. Reviews engineering plans and drawings. Reviews base master plans and site plans affecting construction, airfield, and explosive safety criteria. Recommends revision in drawing or rearranging materials. Performs and assists in mishap investigations, prepares reports, and maintains records. Gathers factual mishap data, identifies causes, and recommends corrective actions to prevent recurrence of a similar mishap. Maintains a follow-up system. Analyzes mishap data. Performs trend analysis and recommends measures to correct unfavorable conditions or procedures. Provides safety consultation to commanders, supervisors, and functional managers on technical directives, safety criteria, and operational techniques. Conducts safety education. Performs or assists in planning and scheduling safety education programs. Prepares or assists in preparing and distributing safety promotional and informative materials.

GENERAL EXPERIENCE

Knowledge is mandatory of fundamentals of safety education, public speaking, mishap prevention, human factors, industrial hygiene principles, industrial safety criteria, risk management, blue-print interpretation, mishap investigation techniques, methods of obtaining and distributing safety education materials, missile maintenance and servicing techniques, and the application of data automation to the safety function.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- 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: Larry Meadows

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 PACKET 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. 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.mdihrweb@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 Timothy Donofrio 122FW/CV