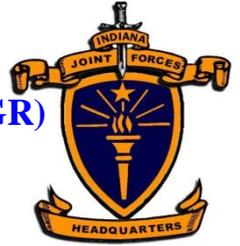




JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



Open to On-Board AGRs of the Indiana Air National Guard

ANNOUNCEMENT NO.		DATE ISSUED	CLOSING DATE
14-044-A-Air		16 July 2014	30 July 2014
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
181 st IW	Terre Haute, IN	N/A	Col
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Wing Commander	TBD	O-6/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

Directly and through Group and Squadron Commanders, incumbent determines unit goals which are the foundation for long and short range planning and execution of all unit programs, and provides focus for all unit functions and activities. Ensures goals coincide with national, regional, and state military strategies and local limitations. Considers factors such as current and future mission needs, political climate, environmental concerns, area demographics, and regional and inter-agency (state and federal). Accommodates a variety of non-traditional military roles and missions such as foreign military exchanges and training with National Guard Bureau (NGB) and State sponsored Partnership for Peace initiatives, augments active Air Force training, disaster relief, and drug interdiction

Responsible for accomplishment of all qualification, ancillary, and readiness training in support of multiple Department of Defense (DOD) Designated Operational Capability (DOC) Statements at the Wing, Group, Squadron, and specific Unit Type Code (UTC). Ensures all personnel assigned to the wing receive qualification and certification programs to meet mandated United States Air Force (USAF), Major Command (MAJCOM), and Air National Guard and readiness standards IAW reporting guidelines. Ensures the wing and associated units achieve mission training and combat readiness objectives in support of Air Force Air Expeditionary Force (AEF) guidelines.

Makes 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. Directs a Crisis Action Team (CAT) to manage local and regional rescues (coordinated via the ANG Rescue Coordination Center), disasters, emergencies, contingencies, events, and crisis.

Oversees a Medical Group (MDG), Mission Support Group (MSG), and associated support staff. Responsible for the availability wartime tasked Mission Capable (MISCAP) Statement designated by Unit-Type Codes (UTC) at the Wing, Group, and Squadron level.

Through subordinate managers, ensures supply and logistical inventories are kept at proper levels. Stock Fund authorizations will support unit activity levels, logistics plans meet mobilization/mobility requirements and support both domestic contingency and war plans: and the propriety, accuracy, and timeliness of procurement/contracting, and payroll activities. Chairs the Financial Management Board (FMB) and Personnel Review Board (PRB) to allocated multi-million dollar operations and maintenance (O&M) funds, civilian pay, and military days distributed through NGB, and associated actions.

Directly and through the Mission Support Group Commander, plans organizes, directs, and controls real estate (Air Force Installation) and facility construction, maintenance, repair, and utilization. Responsible for developing the Installation Land Use and Installation and Facility Master Plan which is the key element in determining land and structure needs, facility siting, construction/modification, and future mission assignments. Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. In conjunction with the Adjutant General's staff, and through subordinate staff members, plans, organizes, directs, and controls unit military and full-time personnel under several personnel systems. Ensures manpower authorizations, grades, and specialties are adequate for the mission. Maintains military and full-time strength (FTS) through recruiting and retention programs. Ensures Equal Employment and Equal Employment Opportunity Programs are effective.

Communicates and coordinates items of interest and potential adverse impact at the highest levels of national, state, and local political leadership. Represents the Air National Guard (ANG) and state to foreign political and military dignitaries, including heads of state. Coordinates policies, plans, programs, and requirements at the senior leadership levels of the Air Force, Major Command, wartime gaining commands, National Guard Bureau, and The Adjutant General's Office.

Negotiates and approves host/tenant agreements memoranda of understanding, joint use and inter-service agreements leases, licenses, and Base Realignment and Closure (BRAC) actions with military and civil agencies that provide and receive support, share resources, and inter-operates with the Wing and its subordinate units. Ensures 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. Develops Physical Security and Resource Protection Plan which identifies high value/risk assets, evaluates potential threats, and sets levels of protection.

Maintains mission readiness and compliance with directives as validated through the Inspector General and other review agencies. Ensures personnel are trained and exercised in their wartime skills. Demonstrates mission capability through a series of extensive Air Force inspections. Ensures required record and documentation of programs are maintained.

Performs other duties as assigned.

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. Skill in accomplishing of all qualification, ancillary, and readiness training in support of multiple Department of Defense (DOD) Designated Operational Capability (DOC) Statements at the Wing, Group, Squadron, and specific Unit Type Code (UTC), and ensuring all personnel assigned to the wing receive qualification and certification programs to meet mandated United States Air Force (USAF), Major Command (MAJCOM), and Air National Guard and readiness standards IAW reporting guidelines. 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, and direct a Crisis Action Team (CAT) to manage local and regional rescues (coordinated via the ANG Rescue Coordination Center), disasters, emergencies, contingencies, events, and crisis. Skill in overseeing a Medical Group (MDG), Mission Support Group (MSG), and associated support staff. Knowledge of wartime tasked Mission Capable (MISCAP) Statement designated by Unit- Type Codes (UTC) at the Wing, Group, and Squadron level, and mission tasks that are comprised of qualified personnel and equipment configurations assigned to pre-established Department of Defense (DOD) Operational Plans (OPLANS). Ability to directly and through the Mission Support Group Commander, plan, organize, direct, and control real estate (Air Force Installation) and facility construction, maintenance, repair, and utilization. Ability to ensure the development of a plan which meets national, state, and local environmental standards, regulations, and requirements for proper disposal of hazardous waste, control of fuel spills, and for providing safe working conditions. Skill in ensuring compliance with accountability procedures, to detect embezzlement, theft, and other criminal activities. Ability to ensure personnel are examined, evaluated, and receive medical treatment as required to be readily deployable world-wide, and able to withstand the rigors of warfare, and institute Air Force and State fitness, wellness, and substance abuse programs. Knowledge of providing contingency response, emergency communications, and disaster relief services to the military and local community, as well as cross-state support through Emergency Management Assistance Compacts. 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

-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: Bonte

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 Siefferlen: 317-247-3300 EXT: 3390, DSN 369-2300 EXT: 3390.

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.inarnng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: R. Martin Umbarger, M G, The Adjutant General