



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 16-37**



**\*\*THIS IS A THREE YEAR CONTROLLED TOUR\*\***

<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> *Assignment effective no sooner than 15 Feb 16* <b>Mission Support Group Superintendent</b>	<b>AFSC:</b> <b>9G100</b>	<b>OPEN DATE:</b> <b>22 January 2016</b>	<b>CLOSE DATE:</b> <b>22 February 2016</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176 <sup>th</sup> Mission Support Group, JBER-Elmendorf, Alaska		<b>GRADE REQUIREMENT:</b> <b>Minimum: E9</b> <b>Maximum: E9</b> <i>*E9 Contingent upon availability of controlled grade*</i>	
<b>SELECTING SUPERVISOR:</b> Col Wilbanks	<b>VACANCY:</b> 705464	<b>PHYSICAL PROFILE:</b> PULHES – 333233	

### AREAS OF CONSIDERATION

Area 1 On Board AKANG AGR (**MUST HOLD ADVERTISED AFSC OR FEEDER AFSCs as described below**)  
 Area 2 Alaska Air and Army National Guard members (**MUST HOLD ADVERTISED AFSC OR FEEDER AFSCs as described below**)

*\* IAW ANGI 36-2109, Attachment 5, group superintendent positions are functionally aligned and CMSgt's serving in these positions will possess an AFSC/CEM code assigned to the group (3E000, 3D100, 3S000, 2T300, 2S000, 2T200, 6C091 and 3P000). Selection of CMSgt's to serve as group superintendents who do not possess a skill assigned to the group will not be considered or waived. Wing Finance personnel may be considered as MSG superintendents but must hold the AFSC of 6F091 and the rank of CMSgt.*

*\*All applicants **MUST** meet the grade requirement and physical/medical requirements outlined\**

### MAJOR DUTIES MAY INCLUDE

- Provide leadership and management in organizing, equipping, and training assigned personnel in subordinate squadrons to support the Air and Space Expeditionary Force construct
- Manage and direct personnel resource activities
- Interpret and enforce policies and applicable directives
- Establish control procedures to meet mission goals and standards
- Recommend or initiate actions to improve organizational operation efficiency
- Resolve issues between subordinate squadrons, other groups, wing staff, and outside agencies
- Serve as the principle advisor to the 176<sup>th</sup> Mission Support group Commander on matters of health, welfare and morale, professional development and the effective utilization of the more than 300 enlisted personnel assigned to the group
- Primary purpose is to provide organizational, personnel and resource management
- Serve as a superintendent over the following squadron/flight/element(s): Civil Engineering; Force Support; Logistic Readiness; Security forces; Communications and Contracting
- Responsible for mentorship and professional development of all enlisted members across the group
- Ensure a conducive environment with open communication avenues for any group member to freely address issues/concerns
- Work with all units and provide feedback to the commander on the group's ability to meet its overall tasking's and requirements
- Provide oversight of the groups mobility/readiness program, and assists with UTC reporting
- Assist commanders, first sergeants, and supervisors in appropriate administrative and force management functions concerning the MSG enlisted force
- Recommend or initiate actions to improve organizational operation efficiency
- Resolve issues between subordinate squadrons, other groups, wing staff, and outside agencies
- Serve as liaison between the group staff and squadron superintendents overseeing mission support efforts for the 176<sup>th</sup> wing
- Perform additional duties as assigned

### INITIAL ELIGIBILITY CRITERIA

- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS

### PREFERRED QUALIFICATIONS

- Ability to supervise subordinates which includes: developing and administrating standards, appraisals and training plans, and directing/prioritizing tasks
- Knowledge in directives and procedures in the following areas: 1<sup>st</sup> Sergeant, personnel, training, and family programs, etc.
- Ability to read, understand, interpret and administer Air Force Instructions (AFIs), laws, and directives
- Ability to effectively communicate both orally and in writing with all levels of personnel to include National Guard Bureau
- Ability to effectively lead personnel
- Ability to independently identify weakness and develop solutions that are effectively implemented with successful results
- Ability to synthesize disparate guidance and information into coherent policy and decision recommendations

**\*See page 2 for All Required Documents for Considerations\***

## INSTRUCTIONS FOR APPLICANTS

<p>Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities</p>	<p>Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program</p>	<p>IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD</p>
<p>Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required</p>	<p>Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status</p>	<p>An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u></p>
<p>AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i></p>	<p>If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee</p>	<p>Applicants who have any Adverse Actions or a UIF, must provide supporting documents with the application.</p> <p>—</p> <p>Any further questions regarding the AGR program may be answered in ANGI 36-101</p>

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-4 are required by the Human Resource Office to determine initial qualifications.* All other documents are required by the selecting supervisor. If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position **dated 20131111**  
(<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume
6. Last 3 Enlisted Performance Evaluations (If applicable)
7. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF  
PDF File Name should be: Position Announcement Number, Last name, First name, Grade

**Example: ANG 16-37 Doe, Jane E9**

Email Subject should be: Position Announcement Number

**Example: ANG 16-37**

Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

**OR**

Send through AMRDEC Safe <https://safe.amrdec.army.mil/safe/> sending to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6928 DSN 317-384-6928

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.