

# AIR PA ACTIVE DUTY GUARD/RESERVE ANNOUNCEMENT AIR

OPENING DATE 1 October 2004	ANNOUNCEMENT NUMBER <b>AGR 2004-39</b>	CLOSING DATE 15 October 2004
POSITION TITLE <b>HUMAN RESOURCES SPECIALIST (Military)</b> Pos # 0775065/80527E00	GRADE/MOS/SSI AUTHORIZED <b>CMSgt E9 3SOXX</b>	TYPE POSITION      AREA OF CONSIDERATION <input type="checkbox"/> Officer <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Nationwide
LOCATION OF POSITION <b>111<sup>th</sup> Fighter Wing 1151 Fairchild Street Willow Grove Air Reserve Station Willow Grove, PA 19090-5300</b>	MAILING ADDRESS <b>Dept of Military &amp; Veterans Affairs ATTN: HRO-AGR Ft Indiantown Gap Annville, PA 17003-5002</b>	
BRIEF DESCRIPTION OF DUTIES: <p>This position is located within a Military Personnel Flight (MPF) of an Air National Guard (ANG) flying wing. The primary purpose is to administer and accomplish functions of one or more of the following human resources programs: Career Enhancements, Customer Service, Employments, Relocations, and/or Readiness. In accordance with AFMAN 36-2108, incumbent performs duties necessary to accomplish military human resources functions in support of programs essential to state Air National Guard daily operations, training and readiness missions. Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. Provides guidance and assistance on unit program(s) for which responsible. Provides training to supervisors on all military human resources issues. Analyzes data and subsequent determinations regarding any number of human resources matters that may involve or affect AGRs, drill status guardsmen, and/or family members. Advises supervisors or managers within unit when actions may affect productivity or mission. Conducts staff visits and trains personnel (AGRs), traditional drill status guardsmen, supervisors, managers, etc.) within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote a full understanding of all aspects of the assigned program(s). Provides commanders, supervisors, and the MPF staff with a variety statistical data reports pertaining to military HR issues to assist in HR management decisions. Accomplishes/oversees the accomplishment of technical support work in each of the functional areas within this program area. Incumbent has responsibility/accountability for assigned program accomplishment personally and through subordinate full time technicians and/or drill status guardsmen when assigned. Performs other duties as assigned.</p>		
<b>NOTE: This position is restricted to on-board PaANG AGR members assigned to the 111<sup>th</sup> Fighter Wing, Willow Grove, PA and qualified in AFSC 3SOX1 only.</b>		
MILITARY ASSIGNMENT AFSC: 3SOX1		
<b>APPLICATION PROCEDURES:</b> Individuals meeting the qualification requirements may apply by submitting HRO Form 55 (available at MPF's). Certification by MPF (Item 24) must be completed on HRO Form 55. <b>Application form must arrive at the CBPO not later than the closing date shown above.</b>		
<b>QUALIFICATION REQUIREMENTS</b> This vacancy announcement is for a six (6) year tour under Title 32, USC Section 502(f). Officers must meet the entry level AFSC qualification criteria outlined in AFMAN 36-2105 for the SPMD position. Enlisted personnel must possess an AFSC compatible with the SPMD position outlined in AFMAN 36-2108 upon entry on military duty. Those applicants not members of ANG must include documents awarding AFSC (DD 214, orders, etc.).		
<b>EQUAL OPPORTUNITY</b> Consideration for placement and evaluation of qualification will be made on a fair and equitable basis without regard to race, religion, color, lawful political affiliation, marital status, sex, or national origin.		

HRO Form 100 -1- ANG (Revised 1 Oct 99)

## SPECIAL INSTRUCTIONS

1. Personnel selected will be ordered to Active Duty Guard/Reserve (AGR) status under the provisions of Title 32, USC, Section 502f.
2. AGR personnel will perform all duties outlined in the appropriate position description. Individual selected will participate with the unit of assignment during all period of UTA and AT. Continuation of tour is dependent upon satisfactory job performance.
3. All applicants must meet the physical standards outlined in AFI 48-123. Medical exam must be within 36 months prior to entry into AGR Program and AF Form 895 must be completed if physical exam is over 12 months. New accessions must have physical exam approved by State Air Surgeon prior to entry into AGR Program. Members on Title 32 duty are subject to State Military Justice. The grooming standards in AFI 36-2903 apply.
4. Enlisted personnel must have sufficient retainability on their current enlistment to permit completion of the initial AGR tour.
5. AGR programs in each Military Service will be administered as career programs that may lead to an active duty military retirement. Personnel may, however, be placed in AGR status for occasional, one-time tours, or for a probationary period established by The Adjutant General, not to exceed six years. Continuation beyond the initial probationary period, or service in AGR status for more than 6 years constitutes retention and shall require subsequent management under a career program. Prior NGB approval is required if the end of this tour would place the member in an 18 - 20 year sanctuary.
6. Persons selected who do not have a current favorable NAC have an investigation initiated immediately upon entry. If the investigation is unfavorable, appropriate action will be taken to terminate the AGR tour.
7. Persons receiving or who are eligible to receive a Federal Retirement Annuity are ineligible to fill an AGR position. Technicians selected to fill AGR positions will be separated from the Technician Program.
8. Existing ANG promotion policies will apply to both officers and enlisted personnel. Grade ceilings of controlled grades may not be exceeded regardless of UMDA/VMDG authorized grade.
9. Individuals on the ANG Weight Management Program - Phase I are ineligible for entry into the AGR Program.