

**ILLINOIS AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT**

HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317	POSITION TITLE: Executive Officer	ANNOUNCEMENT NUMBER: 15A-010 TECHNICIAN NUMBER: IL-15-030
UNIT OF ACTIVITY & LOCATION: ILANG HQ Springfield, IL	OPENING DATE: 6 FEB 15	CLOSING DATE: 26 FEB 15
MAXIMUM UMD GRADE: Col/O-6 MINIMUM GRADE REQUIREMENT: Lt Col/O-5	REQUIRED AFSC(s): 97E0	APTITUDE REQUIREMENTS: M: A: G: E: P: U: L: H: E: S:
SELECTING OFFICIAL: Maj Gen William Cobetto		CML: 217-761-3504
AREA OF CONSIDERATION: Military duty personnel on board a Title 32 AGR Tour with the Illinois Air National Guard.		NOTE: 1. Position Announcement Number and Position Title must be included on application. 2. Position will be filled pending approval of a Manpower Change Request. 3. Must be promotable to Colonel. Promotion is dependent on the availability of the control grade. 4. Position Sensitivity: Top Secret

Conditions of Employment:

- 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.**
- Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFI 36-2905, Fitness Program.
- AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101 Attachment 3.
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.
- Member must meet all eligibility criteria in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFECD/AFOCD, 31 October 2012.

Additional Information:

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

DUTIES & RESPONSIBILITIES:

Serves as the principal full-time representative and spokesperson of the Air National Guard senior leadership on the Adjutant General's joint Army/Air National Guard state headquarters staff. Also serves as the senior ANG manager of the major statewide programs conducted under the direction of the Adjutant General and for the National Guard Bureau. Acts in the absence of or for the Adjutant General or Assistant Adjutant General in all ANG matters. Advises on complex and sensitive issues in the areas of logistics, C4, manpower and personnel, strength management and other support functions related to mission operations. Monitors the effectiveness of programs through inspection, observation, report review or analysis. Develops and recommends policy that is consistent with the guidance of the Adjutant General. Resolves difficult and sensitive mission oriented problems identified through audits, inspections, complaints or investigations. Formulates and develops long-range plans and programs and short-term strategic plans. Serves as the state executive responsible for the development of state long-range plans that correlate with USAF and ANG integrated planning processes. Responsibilities include team approaches to planning using a wide range of resources and people from varied weapon systems and disciplines within the ANG. Developed plans serve as the long-range guide for the Adjutant General, Assistant Adjutant and civilian officials in determining future needs and requirements for the State Air National Guard. Applies thorough and extensive knowledge of USAF/ANG organizational structures, missions, and objectives in the management of ANG mission programs. Supervises state headquarters full-time staff. Ensures operational units are provided with adequate guidance, manpower, resources and facilities to support both federal (wartime) and state (domestic) missions. Initiates contacts and maintains liaison with public officials, civic groups, other reserve component activities, unit advisors and staff representatives. Develops and prepares analysis and recommendations requested by legislative and other public officials. Responds to congressional, state legislative or other public officials' requests for information or constituent inquiries. Coordinates news releases and other media events on items of interest to the Air National Guard members and the community. Develops and institutes force management plans and programs that insure the units meet future federal and state readiness and mission needs. Responsibilities include determining state recruitment and retention goals to meet mission requirements. Initiates contacts and maintains liaison with public officials, civic groups, other reserve component activities, unit advisors and staff representatives. Develops and prepares analysis and recommendations requested by legislative and other public officials. Responds to congressional, state legislative or other public officials' requests for information or constituent inquiries. Coordinates news releases and other media events on items of interest to the Air National Guard members and the community. Maintains liaison between the NGB Air Surgeon and medical units within the state. Keeps the State Air Surgeon informed of current and proposed Air Force and National Guard Bureau medical and health services policies. Researches and recommends command actions on medical waivers. Acts as focal point for all environmental issues and compliance matters within the State ANG. Manages State ANG diversity program. Formulates policies and procedures that ensure units are representative of the diverse populations that are represented in communities and demographic areas. Meets with representatives and officials of minority organizations in order to foster a positive recruitment and retention arena. Represents the Adjutant General at meetings and conferences. Meets with senior military officers and civilians in regard to statewide activities and projects. Ensures compliance with local and higher headquarters policies and technical adequacy of information furnished. Directs changes as required. Designates survey officers, monitors their work, and forwards reports of survey to the appointing/approving authority. Reviews correspondence prepared with and for local and higher headquarters. Conducts staff assistance visits to subordinate units on a regular basis. Reviews and approves state headquarters travel. Directly, and through a subordinate supervisor, manages federal and state employees of the State headquarters. May supervise full-time employees at geographically separated units (GSU) if approved by the Adjutant General or his designated representative. Interviews prospective federal and state employees of the State Headquarters.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT

******INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED******

NGB 34-1: Must type or print in legible dark ink, must include announcement number and position title on each application, must sign and date each application. Failure to sign and date these forms will result in non-consideration.

1. **Complete Copy of Report of Individual Personnel (RIP) within last 30 days.** RIP can be obtained from the servicing Force Support Squadron (FSS). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. **Documents must show your ASVAB scores (enlisted personnel only).**
2. **Copy of current physical (must include PULHES)**
 - AF WebHA, Web Based Health Assessment, (CURRENT within 12 months)
 - AF Form 422, Physical Profile Serial Report (CURRENT within 12 months), must include PULHES
 - SF 600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight
3. **Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) within last 12 months.**
4. Background Survey Questionnaire 79-2 OMB **FORM 1386** (OPTIONAL)

SECURITY CLEARANCE: Must possess a valid security clearance required for the grade, AFSC and AGR duty position.

COMPLETION OF APPLICATION: Fax will not be accepted. Applications will only be accepted if they are physically received in the Human Resource Office by the closing date of the vacancy announcement. **No exceptions will be made.** You

may staple your application. Do not bind, tab, or use document protectors. Submit only single sided copies of all application documents submitted. Applications mailed in government envelopes will not be accepted.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

THE ILLINOIS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER: Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, training, character, conduct and attitude.

Where to forward application: TAG of IL, Attn: HRO, 1301 N. MacArthur Blvd., Springfield, IL 62702-2317. Applications Must be received and date stamped into this office no later than the closing date of the announcement. **Incomplete or late packets will not be considered.**

Questions concerning the contents of this notice may be directed to the Human Resource Office, telephone CML: (217) 761-3707, DSN: 555-3707.

Illinois National Guard vacancies can be viewed at <http://www.il.ngb.army.mil>. Click for All Job Openings.