# ILLINOIS AIR NATIONAL GUARD
# ACTIVE GUARD RESERVE (AGR)
# VACANCY ANNOUNCEMENT
# CORRECTION

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| **HUMAN RESOURCES OFFICE**<br>**ILLINOIS NATIONAL GUARD**<br>**1301 N. MACARTHUR BLVD.**<br>**SPRINGFIELD, IL 62702-2317** | **POSITION TITLE:**<br>Program Analyst<br>Craftsman | **ANNOUNCEMENT NUMBER:**<br>16A-021 | |
| **UNIT OF ACTIVITY & LOCATION:**<br>126th AW<br>Scott AFB, IL | | **OPENING DATE:**<br>17 Mar 16 | **CLOSING DATE:**<br>28 Mar 16 |
| **MAXIMUM GRADE:**<br>MSgt/E-7 | **REQUIRED AFSC(s):**<br>3E671 | **APTITUDE REQUIREMENTS:** | **M: A: G: 44 E:**<br>**P: 3 U:3 L: 3 H: 2 E: 2 S: 3** |
| **SELECTING OFFICIAL:** Lt Col Marc Eccher | | **COM:** 618-222-4892 | |
| **AREA OF CONSIDERATION:**<br>Military duty personnel eligible for a Title 32 AGR Tour with the 126 AW. | | **NOTE:**<br>1. Position Announcement Number and Position Title must be included on application.<br>2. Security Clearance: 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 AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program.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.

- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. 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 IAW ANGI 36-2503, Administrative Demotion of Airmen, when assigned to position. **Acceptance of demotion must be in writing and included in the application package.**

- 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, 31 October 2009.

## 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.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB scores do not meet the minimum required AFECD, 31 October 2009 Attachment 4, contact your servicing FSS. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

**DUTIES & RESPONSIBILITIES:**

Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed. Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies. Performs Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies. Manages Civil Engineer Material Acquisition processes and systems. Performs Civil Engineer Class IV construction material, storage management, receiving, processing and requisitioning.

*APPLICATION INSTRUCTIONS*
*APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT*
*************INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*************

1. **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.
2. **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).***
3. **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)
4. **Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) within last 12 months.**
5. 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.**