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:** Personnel Craftsman	**ANNOUNCEMENT NUMBER:** 16A-078 **TECHNICIAN NUMBER:** IL-16-301
UNIT OF ACTIVITY & LOCATION: 183 FW Springfield, IL		**OPENING DATE:** 17 Aug 16 / **CLOSING DATE:** 16 Sep 16
MAXIMUM UMD GRADE: TSgt/E-6	**REQUIRED AFSC(s):** 3S071	**APTITUDE REQUIREMENTS:** **M: A:** 41 **G: E:** **P:** 3 **U:** 3 **L:** 3 **H:** 2 **E:** 3 **S:** 3
SELECTING OFFICIAL: Lt Col Kevin Mulcahy		**CML:** 217-757-1855
AREA OF CONSIDERATION: Military duty personnel on board a Title 32 AGR Tour with the 183 FW.		**NOTE:** 1. Position Announcement Number and Position Title must be included on application. 2. Position will be filled pending approval of a Local Authorization Realignment

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 AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program.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 federa 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:

Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports. Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Manages the Virtual Out Processing vOP in the Military Personnel Flight. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF). Maintains files of correspondence, directives, instructions, and other publications. Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports. Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, squadron information, and enlisted and officer professional military education. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions. Requisitions and maintains current study reference material for the airman promotion system. Assigns members to an AEF. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions. Performs Personnel Support for Contingency Operations (PERSCO) functions.

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)
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 Opening