

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

<b>HUMAN RESOURCES OFFICE</b> <b>ILLINOIS NATIONAL GUARD</b> <b>1301 N. MACARTHUR BLVD.</b> <b>SPRINGFIELD, IL 62702-2317</b>	<b>POSITION TITLE:</b> Support Officer	<b>ANNOUNCEMENT NUMBER:</b> 16A-100 <b>TECHNICIAN NUMBER:</b> IL-16-393	
<b>UNIT OF ACTIVITY &amp; LOCATION:</b> 183 FW Springfield, IL		<b>OPENING DATE:</b> 27 Oct 16	<b>CLOSING DATE:</b> 16 Nov 16
<b>MAXIMUM UMD GRADE:</b> Lt Col/O-5 <b>MINIMUM GRADE:</b> (Promotable) Maj/O-4	<b>REQUIRED AFSC(s):</b> 30C0	<b>APTITUDE REQUIREMENTS:</b> <b>M: A: G: E:</b>  <b>P: U: L: H: E: S:</b>	
<b>SELECTING OFFICIAL:</b> Col Donald Carpenter		<b>CML:</b> 217-757-1226	
<b>AREA OF CONSIDERATION:</b> Military duty personnel eligible for a Title 32 AGR Tour with the 183 FW.		<b>NOTE:</b> 1. Position Announcement Number and Position Title must be included on application.	

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 AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program.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

**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:**

The incumbent serves as a full assistant to the Mission Support Group Commander. Assists the Mission Support Group Commander in providing group-level direction and management for work characterized as infrastructure support for organizations and tenants of the host ANG base. Assists in directing the work to be accomplished by an organization consisting of 8 - 12 fulltime direct reporting subordinate supervisors and 100-150 base support employees in technician grades up to GS-13, Active Guard/Reserve (AGR) military grades up to Lt Colonel, and various state program and contract employees engaged in supervisory, professional, technical and administrative work. Assists in directing and supervising, through subordinate supervisors, staff and production functions affecting base operating support through a wide variety of high cost, sophisticated communications and computer systems, personnel data systems, real property assets, and associated equipment that comprise a significant share of base fiscal resources. Assists in planning, developing, and publishing mission support policies and procedures within the established controls of higher command echelons. Assists in assigning work to subordinate units based on priorities, work requirements and responsibility assignments, and the capabilities of the employees. Reviews, accepts, amends or rejects work which has been accomplished through subordinate supervisors. Assists the Mission Support Group Commander in directing all host base infrastructure activities and functions. Reviews serious disciplinary cases and disciplinary problems involving group employees and determines required action. Advises the Mission Support Commander, Wing Commander and other group commanders in planning, developing, and implementing a Wing Strategic Plan. Participates in the strategic planning process at the state and Federal level. Makes recommendations regarding optimal organizational structures, allocation and commitment of major support resources to wing, state, and national strategic plans. Advises the wing staff regarding application and implementation of new technologies that affect host base operations. Maintains awareness of technological advances and oversees application and implementation of high technology issues and developments associated with command, control, communications, and computers (C4), personnel data systems, air base operability, and security systems. Assists the Mission Support Group Commander to ensure Civil Engineering support is available for mission requirements and base needs. Coordinates base engineering requirements with wing/base staff pertaining to mission priorities and operability. In coordination with the Base Civil Engineer, assists in the development of the Base Land Use and Facilities Master Plan. Assists the Mission Support Group Commander to ensure host Base Services support is available for mission requirements and base wide needs. Monitors the adequacy of Prime RIBS training and deployment programs. Monitors daily and contingency food service, billeting, laundry, morale, welfare and recreation (MWR), mortuary services, childcare, honor guard/funeral honors programs, and library/learning resource centers. Ensures 24-hour, multi-shift or on-call command, control, computer systems, and communications (C4), and information management support is provided to all base organizations and assigned geographically separate organizations. Assists the Mission Support Group Commander in directing the overall management of base-wide security and resource protection programs that include 24-hour, multi-shift physical security, information security, communications security, and personnel security management. Oversees assigned Federal and state security personnel. Oversees host base medical, bioenvironmental, and environmental management programs, ensuring each is developed and implemented according to applicable regulations. Coordinates program accomplishment with subordinates and local, state, and Federal environmental offices and agencies. Provides oversight of base-wide logistics readiness functions, to include supply, transportation/traffic management, vehicle operations and maintenance, fuels management, and logistics plans and programs, to ensure the primary peacetime and wartime flying mission of the wing/base is supported at all times. Ensures logistics resources are available to meet flying mission and base support requirements through active participation and involvement in budget planning and acquisition/maintenance of facilities, manpower, vehicles, fuels, technical data, munitions, tools, supplies, and related support equipment. Serves on the Wing Commander's Financial Management Board. Makes recommendations to the group budget based on unit requirements and the mission.

*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 (VMPPF). 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 Openings.