## ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

**http://www.wv.ng.mil/HRO/**

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<th>Announcement Number: 20-124</th>
<th>Opening Date: 4 September 2020</th>
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**UNIT OF ASSIGNMENT:** 130th Airlift Wing  
**DUTY LOCATION:** 130th AW, Charleston, WV 25311

**FULL TIME SUPPORT POSITION:** Administration Craftsman  
**MILITARY DUTY TITLE:** Administration Craftsman

For more information about this position or the Unit of Assignment, please call:  
Section Supervisor: Capt Mark Dyer, 304-341-6131, DSN- 366-6131

**MIN GRADE AUTHORIZED TO APPLY:** E-3  
**MAX GRADE AUTHORIZED TO APPLY:** E-6

**POSITION GRADE:** E-8  
**POSITION AFSC:** 3F591  
This is not a cross-training opportunity

**AREA OF CONSIDERATION**  
Open to all current members of the 130th Airlift Wing.

**THIS VACANCY AND GRADE IS BASED ON THE AVAILABILITY OF RESOURCES**

**THIS AGR TOUR WILL NOT EXCEED 4 YEARS**

## DESCRIPTION OF DUTIES AND RESPONSIBILITIES

**Specialty Summary:**  
Provides administrative support to Air Force, joint, and DoD organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties.

**Duties and Responsibilities:**  
**Office Management.** Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format.

**Human Resources.** Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

**Executive Support.** Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.
Overseas Postal Operations. Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS).

Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the West Virginia Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member’s military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.

APPLICATION REQUIREMENTS

Air Service Members:

1. A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
2. NGB Form 34-1 dated 11 November 2013 located on our HRO website at http://www.wv.ng.mil/Portals/22/Documents/NGB%2034-1.pdf under APPLICATIONS FOR EMPLOYMENT (Application Must Be Signed and dated.) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.

Find the form at: http://www.wv.ng.mil/hro/
3. Copy 4 (Member Copy) of all previously issued DD 214s.
5. Weight verification within the last 30 days by Medical Group personnel.
6. Last complete physical and current AF Form 422, Physical Profile Serial Report.
7. Report of Individual Fitness Status from AFFMS II. (Member must have a current, passing fitness score in order to certify for this position.) https://affmsprodweb.afpc.randolph.af.mil/affms/ui/dashboard.jsp
8. Must submit last three Performance Reports.
9. Report on Individual Personnel (RIP) Documents must show your ASVAB scores
   - RIP can be obtained from the virtual MPF (vMPF)
   - Select ‘Record Review’, and then ‘Print/View All Pages’

ADDITIONAL INFORMATION

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

***** PLEASE READ THIS ANNOUNCEMENT COMPLETELY *****
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 in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).

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 score does not meet the minimum required IAW AFECED Attachment 4, contact your servicing MPF. You have the option to retake the test. You must schedule your test date and receive your new scores prior to the announcement closing date.

A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

**APPLICATION SUBMISSION INSTRUCTIONS**

**READ THIS SECTION COMPLETELY!!**

- Application must be scanned into ONE pdf file and emailed to NG.WV.WVARG.List.HRO-AGR@MAIL.MIL
- Applicant must type or print in legible dark ink, SIGN AND DATE the application, or use DIGITAL SIGNATURE on the new form versions.
- Include the announcement number and position title on your application.
- ALL APPLICANTS!! Must fully complete section IV–personal background questionnaire of the NGB FORM 34-1.
- Use section V – continuation/remarks to fully explain any "YES" answers, (except 9 & 10)
- A current passing fit test will suffice for a "YES" response to question 17.

Applications must be received by MIDNIGHT of the closing date. Failure to submit all the required documents by End of Day on the closing date will cause your application to be disqualified, and it will not be considered. Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6425 or DSN: 623-6425.

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

**POSTING:** This announcement will be placed on all bulletin boards, websites, and all other available areas to publically disseminate this information.