

**OHIO AIR NATIONAL GUARD**  
**\*\* ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT\*\***

Application Opening Date:  
**19 APR 2019**

Application Closing Date:  
**04 MAY 2019**

Position Number:  
**19-285-A**

Duty Position:  
**HUMAN RESOURCES ASS**

Grade Min. / Max.:  
**SSGT (E5) / TSGT (E6)**

Duty AFSC:  
**3F071**

**TWO AGR Resource exists for this position.**

**Duty Location:**

178 WG  
801 Fontaine Lane  
Springfield, OH 45502-8789

**Selecting Official:** CMSgt David Franzen

**Point of Contact:** SMSgt Elizabeth Wilcoxon

**DSN:** 346-8084      **Comm:** 937-525-8084

**Who May Apply:** Open to current permanent on board technicians within the 178<sup>th</sup> Force Support Squadron that hold a 3F0X1 duty AFSC.

**Qualifications, Duties and Responsibilities:**

**Refer to the Air Force Enlisted Classification Directory or Air Force Officer Classification Directory:** (accessed from a .mil computer) <https://mypers.af.mil/app/categories/c/1363/p/13>

**FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.**

**REQUIRED DOCUMENTS:**

1. NGB Form 34-1, dated November 2013, signed, dated and annotated with job number and title
  - a. NGB 34-1 can be found at <http://www.ngbpdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>
  - b. All applicants must fully complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action.
  - c. Application must be signed
2. Current & complete Report on Individual Personnel (RIP) printout from virtual MPF
3. Resume
4. Most recent copy of current and passing fitness assessment
5. Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with the application stating you are willing to be voluntarily demoted without prejudice if selected, IAW ANGI 36-2502, Paragraph 11.1.2.4.1.1.2.
  - a. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position.

**\*\*All applications must be sent as one PDF file\*\***

Forward application to:

The Adjutant General's Department  
ATTN: AGOH-HRO-AGR/Staffing  
2825 West Dublin Granville Road  
Columbus, OH 43235-2789

Inquiries: Call or Email Miss Bethany Trona-farler  
Air AGR Manager, (614) 336-6000 Ext 2010  
bethany.d.tronafarler.civ@mail.mil

**Applications may emailed to: [NG.OH.OHARNG.MBX.J1-HRO-APPS@MAIL.MIL](mailto:NG.OH.OHARNG.MBX.J1-HRO-APPS@MAIL.MIL)  
AND/OR  
[BETHANY.D.TRONAFARLER.CIV@MAIL.MIL](mailto:BETHANY.D.TRONAFARLER.CIV@MAIL.MIL)**

*NG.OH.OHARNG.MBX.J1-HRO-APPS@MAIL.MIL cannot accept encrypted emails.  
Applications received after midnight on close date will be returned without action.*

***Please note if Virtual Military Personnel Flight (vMPF) or Air Force Fitness Management System (AFFMS II) is down, please visit the Force Support Squadron or your Commander Support Staff. They can provide you with a copy of your current RIP and/or current fitness score.***

Equal Opportunity:

- Fair and equitable treatment of all personnel, regardless of their employment status, is paramount. Traditional Airmen, military technicians, and AGR personnel must be given equal opportunity to be considered for AGR vacancies
- Application screening will be made without regard to race, religion, color, gender, or national origin
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability
- Pregnant females are eligible to apply for AGR tours. If selected for an AGR tour, you must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour.