

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

Application Opening Date:
12 JUL 2019

Application Closing Date:
12 AUG 2019

Position Number:
19-490-A

Duty Position: **RETENTION OFFICE MANAGER** Grade Min. / Max.: **TSGT (E6) / MSGT (E7)** Duty AFSC: **8R200**
(PROMOTABLE TO MSGT E7)

AGR Resource exists for this position.

Member must provide a letter from FSS certifying they are eligible for promotion. Failure to submit an eligibility letter will automatically disqualify you for the position.

Duty Location:
178 WG
5319 Regula Ave
Springfield, OH 45502

Selecting Official: Col Gary A. Mccue
Point of Contact: SMSgt Elizabeth Wilcoxon
DSN: 346-8084 Comm: 937-525-8084

Who May Apply: Open to current members of the Ohio Air National Guard. Must have at least two years' experience as an 8R000 to apply.

Qualifications, Duties and Responsibilities:

Must be knowledgeable of the organization, mission, and operations of the ANG.
Comply with military duty eligibility requirements IAW ANGI 36-101.
Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant).
Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
Must be able to speak clearly and communicate effectively.
Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community.
Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications.
Completion of USAF/ANG/AFRES Basic Recruiting Course is mandatory.
Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier.
Completion of the applicable sales training programs within one year of assignment is mandatory.
No history of emotional instability, personality disorder, or other unresolved mental health problems.
No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

Qualifications, Duties and Responsibilities:

Refer to the Air Force Officer Classification Directory or Air Force Enlisted 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.ngbpd.c.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. Military Biography
6. Letter from Force Support Squadron (FSS) certifying promotion eligibility
7. 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 AFI 36-2502, Paragraph 11.1.2.4.1.1.1.
 - 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
AND/OR
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

