

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

Application Opening Date:
30 JUL 2019

Application Closing Date:
30 AUG 2019

Position Number:
19-502-A

Duty Position:
ADMIN CRAFTSMAN

Grade Min. / Max.:
SSGT (E5) / MSGT (E7)

Duty AFSC:
3F571

AGR Resource exists for this position.

Duty Location:

269th CBCS
5319 Regula Ave
Springfield, OH 45502

Selecting Official: Maj Craig Conner

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.

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.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. Military Biography
6. Letters of Recommendation
7. Letter from Force Support Squadron (FSS) certifying promotion eligibility
8. Most Recent Enlisted Performance Reports (EPR's)
9. OHANG Form 2 (E-6 or above ONLY)
10. 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