

**OHIO AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR) JOB ANNOUNCEMENT**

Application Opening Date:  
**29 APR 2022**

Application Closing Date:  
**10 JUN 2022**

Position Number:  
**22-194-C**

Duty Position:  
**BASE SERVICES SPECIALIST**

Grade Min. / Max.:  
**SRA (E4) / TSGT (E6)**

Duty AFSC:  
**3F1X1  
(ASVAB AF SCORE G24)**

**No AGR Resource exists for this position.**

**Per AFI 36-3207, officers can resign their commission for certain reasons. An officer may apply for this vacancy.**

**Career status AGRs are eligible to compete for this position. Fenced resources will not be realigned outside of their Program Element Code. If member is not career status and would like to apply for this position, member must provide letter from wing or GSU commander.**

**This position is being announced concurrently as a technician position. To view the technician job announcement, please visit USAJobs.gov and search by the announcement number.**

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

**Selecting Official:** Lt Col Nathaniel M. Church  
**Point of Contact:** SSgt Caitlyn Lowe  
**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 BY CLOSING DATE 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 form](#)
  - 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 & 17) require a full explanation in SECTION V to 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. Most recent copy of current and passing fitness assessment (Fitness reports must be updated to include current fitness assessment due date)
4. Individual Medical Readiness (IMR) Status Report (<https://imr.afms.mil/imr>)
5. Two most current AGR orders from Air National Guard Reserve Order Writing System (AROWS) or your letter from the AGR Continuation Board (ACB) to prove you are in career status
6. If member is not career status, member must provide a letter from their Wing/GSU commander authorizing them to bring their resource
7. Officers only: Must submit a conditional resignation of their commission that will be processed if selected
8. 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\*\***

---There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO.

---If Virtual Military Personnel Flight (vMPF), Air Force Fitness Management System (AFFMS II), or Air Force Surgeon General Individual Medical Readiness Status (AFSG) (IMR) is down, visit the Force Support Squadron, your Commander Support Staff, or Medical. They can provide you with a copy of your current RIP, current fitness score and/or a memorandum/AF Form 422 on (IMR) status.

**Applications must be emailed to:**

**[NG.OH.OHARNG.MBX.J1-HRO-APPS@ARMY.MIL](mailto:NG.OH.OHARNG.MBX.J1-HRO-APPS@ARMY.MIL)**

**AND/OR**

**[BETHANY.D.TRONAFARLER.CIV@ARMY.MIL](mailto:BETHANY.D.TRONAFARLER.CIV@ARMY.MIL)**

[NG.OH.OHARNG.MBX.J1-HRO-APPS@ARMY.MIL](mailto:NG.OH.OHARNG.MBX.J1-HRO-APPS@ARMY.MIL) cannot accept encrypted emails.

*Applications received after midnight on close date will be returned without action.*

Inquiries: Call or Email Ms Bethany Trona-Farler

Air AGR Manager, (614) 336-6000 Ext 2010

[bethany.d.tronafarler.civ@army.mil](mailto:bethany.d.tronafarler.civ@army.mil)

The Adjutant General's Department

2825 West Dublin Granville Road

Columbus, OH 43235-2789

#### Tour Stabilization

IAW ANGI 36-101, para 6.6.1. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard

#### Recruiting and Retention

IAW FY22 ANG Incentive Program Operation Guidance dated 01 October 2021, newly hired permanent AGRs have different rules now regarding recoupment of bonuses. Effective immediately, members must visit their Recruiting and Retention office as soon as they are notified of selection to ensure no errors of recoupment of bonuses and incentives are made due to change of military status

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.

