

IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD
NGIA-HRO-AGR
7105 NW 70TH AVENUE
JOHNSTON, IOWA 50131-1824

Announcement Number: 24-095AF

Closing Date: 22-Nov-24

POSITION DESCRIPTION:

POSN TITLE: Administration Superintendent

AFSC: 3F5X1 **VICE:** Moffitt

Max: E-8 **Min:** E-7

SELECTING SUPERVISOR INFO:

CMSgt Westergaard, Michelle, 712-233-0528,
michelle.westergaard@us.af.mil

UNIT OF ASSIGNMENT:

185th Air Refueling Wing
Sioux City, IA

FAC: 0109900434

POSITION #: 0109900434

**Permanent Change of Station (PCS)
may be authorized if in the best
interest of the government.**

WHO MAY APPLY: Current (Title 32) AGR IA ANG members of the 185th ARW.

ASVAB LINE SCORES

ADMIN-55

PULHES:

222222

Additional Restrictions:

AREA OF CONSIDERATION:

PROMOTION CONTINGENT ON CONTROL GRADE AVAILABILITY

AFSC: Fully qualified, 3F571 Requirements: Secret Security Clearance. Promotion to E-8 would be pending control grade availability.

INITIAL

*******Checklist must accompany all applications*******

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR).
- _____ 2. Copy of Records Review List (RIP).
- _____ 3. AF 422 (Physical Profile Serial Report).
- _____ 4. Copy of most recent Report of Individual Fitness from myFitness through the myFSS platform.
- _____ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- _____ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- _____ 7. I understand it is my responsibility to ensure all documents are included, signed and received prior to the closing date and time.

**** DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS ****

CAUTION:

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

DESCRIPTION OF DUTIES:

Human Resources -Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, recognition programs, supervisory data, in-lout-processing personnel and manpower authorization requests.

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 commanders at all levels 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.

Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, work.flow management, electronic mail management and content management. 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

Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier while ensuring proper receipt and accountability in accordance with Private Express Statutes. Operates Official Mail Center (stateside and overseas) and prepares/distributes organizational mail to authorized users. Records/tracks daily unit mail expenditures and submits report to local resource advisor for reimbursement actions. Submits annual appropriated funds expenditure reports to their Command Official Mail Manager or via the automated military postal system at the end of each fiscal year. Performs contracting officer representative duties when operations within the Official Mail Center are contracted out.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet requirements as stated in the "Areas of Consideration".
 2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
 3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
 4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
 5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
 6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
 7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and AFI 36-2606, Enlistment Reenlistment in the Air National Guard.
 8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
 9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
 10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
 11. Existing Iowa ANG Promotion policies apply.
 12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
 13. It is mandatory that the appropriate Military Uniform be worn.
 14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.
 15. Controlled Grade promotions are contingent on availability of Controlled Grades.
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APPLICATION RECEIPT:

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1630 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document.

THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS:

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

QUESTIONS ABOUT POSITION OR BOARD INFORMATION:

Contact Selecting Supervisor listed in the top right hand corner of page one.

QUESTIONS ABOUT POSTING:

515-252-4681, 515-252-4047, or 515-252-4751