



VIRGINIA AIR NATIONAL GUARD NATIONWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 22-12-04 AF	POSITION TITLE: Commander's Support Staff
GRADE: TSgt/E-6 NTE MSgt/E-7	AFSC: 3F071
LOCATION: Joint Base Langley-Eustis, VA	UNIT: 192d MXG
OPENING DATE: 22 Dec 2021	CLOSING DATE: 22 Jan 2021

WHO MAY APPLY: Open to all members of the Virginia Air National Guard. or who are eligible or to become members of the Virginia Air National Guard. (Nationwide) TSgt/E-6 NTE MSgt/E-7 E-6 must be promotion eligible to E-7 before they can apply.

CROSS TRAINING AUTHORIZED: N

ASVAB SCORE REQUIRED: N/A

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW ANGI 36-101 Chapter 5, AFI 36-2905, AFI 48-123.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Functionally responsible for providing direct support to the respective commander. Serves as the Lead Commander Support Staff (CSS) supervisor and subject matter expert for all administrative functions in the Group. Administers unit personnel programs and other programs deemed essential by the commander. Ensures that office personnel attend Military Personnel Section (MPS) in house training sessions as required. Process a variety of Military Personnel Data System (MILPDS) transactions involving the appointment, enlistment, reenlistment, separation, promotion, assignment, line of duty action, scanning, transfer, evaluation, qualification, attendance, clearance, training and personnel recognition of enlisted and officer personnel. Manage the programs to include Drug Demand Reduction (DDR), myPers/vPC-GR, Government Travel Card (GTC) program and monitoring unit Healthcare program. Identify and address problems that cannot be resolved at squadron level to the attention of an expert specialist. Provide assistance to members and dependents involving benefits and entitlements, survivor benefits, and other personal affairs/family support activities. Process unit personnel updates for duty title changes, 2096 actions and issuance of line badge paperwork. Understand and apply substantive and procedural requirements, including rules, regulations, and precedent decisions in independently accomplishing transactions ranging from the very routine and simple to the most unusual and complex. Initiate and maintain military personnel records for assigned and attached officer and enlisted individuals as well as from supporting documentation, to ensure that information and data is current and accurate. Perform a variety of military personnel related administrative duties to include written material, maintain master files of publications, special orders, correspondence, receiving and distributing of mail, telephone calls and other information. Provides unit customer assistance and manages unit incoming and outgoing administrative communications. Facilitate DTS (Defense Travel System) authorization and voucher process for deployments/Temporary Duty. Maintain up to date enlisted and officer performance reports; provide necessary training. Conduct special training provided annually for military travel orders and special authorization to ensure proper validation of order requirements. Manage Information Assurance duties so as to possess computer based knowledge to assist wide spectrum of resolutions for network or stand-alone machines issues. Implement Functional Area Records Custodian (RC) duties related to procedures for manual and electronic creation, control, coordination, dissemination, and disposal of administrative communications. Support Client System Administrator duties as needed. Perform other duties as assigned.

SPECIAL INFORMATION

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
3. IAW ANGI 36-101, para 5.5. AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
4. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
5. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.
6. Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
7. All notifications of selection are conditional until verification of security clearance, medical clearance and HRO approval.

APPLICATION PROCEDURES

Interested applicants must submit the following documents in **ONE SINGLE PDF** package (you can use the adobe portfolio function). **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

1. **Completed** NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>
2. Current Report of Individual Personnel (RIP)/Records Review, dated within last 30 days (Go to vMPF, select "Record Review/Update", select "View/Print All Pages", then print as Adobe pdf).
3. Current Individual Fitness Report from the Fitness Management System
4. Current Point Credit Accounting Report System (PCARS) (in vMPF select "Self Service Actions" link, then select "Personal Data", select "ANG/USAFR Point Credit Summary Inquiry (PCARS)" and then finally select "View All" to print as pdf); if Active Duty submit the equivalent form of an AF 1613 or Statement of Service
5. Branch equivalent documents authorized
6. AF Form 422 Notification of Member's Medical Qualification Status and AF 469 Duty Limiting Condition Report (if currently on restrictions)
7. Individual Medical Readiness (IMR) Report (AF Portal)

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Submit applications directly to 192 SS/FSF-HR, 165 Sweeney Blvd, Suite 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va_ANGJobs@us.af.mil; kristen.powers@us.af.mil; shenandoah.l.long.mil@army.mil.

POC FOR ADDITIONAL INFORMATION: CW4 D'Juana Goodwin at djuana.l.goodwin.mil@army.mil; Mrs. Kristen Powers at kristen.powers@us.af.mil; and SrA Shenandoah Long at shenandoah.l.long.mil@army.mil