



VIRGINIA AIR NATIONAL GUARD
STATEWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 20-01-02 AF

POSITION TITLE: Commander Support Staff

GRADE: A1C/E-3 NTE TSGT/E-6

AFSC: 3FXXX

LOCATION: Joint Base Langley-Eustis, VA

UNIT: 192d SS

OPENING DATE: 15 January 2020

CLOSING DATE: 29 January 2020

WHO MAY APPLY:

Open to all AGR/Military Technician/Traditional Airmen in grades **A1C/E-3 NTE TSGT/E-6**, who are members of the Virginia Air National Guard (STATEWIDE).

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:

Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, personnel readiness programs. Advises commanders and provides reports and statistics to make personnel decisions. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy. Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness and evaluations. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes letters of reprimand, investigation reports, unfavorable information files, and separation actions. Any other duties assigned by the Commander

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. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. 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.
4. 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 6 months prior to the start date of the AGR tour.

5. All notifications of selection are conditional until verification of security clearance, medical clearance and HRO approval.
6. Position available 15 March 2020.

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
<https://www.ngbpdcc.ngb.army.mil/ngbforms/>
2. Current Report of Individual Personnel (RIP) (within last 30 days).
3. Current Individual Fitness Report from Air Force Fitness Management System.
4. Individual Medical Readiness (IMR) Report (AF Portal).
5. AF Form 422 or AF Form 422/469 (if currently on restrictions).
6. Current Point Credit Accounting Report System (PCARS); if Active Duty submit the equivalent form of an AF 1613 or Statement of Service.

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; melissa.howard.2@us.af.mil; tunisia.stephens@us.af.mil.

POC FOR ADDITIONAL INFORMATION: MSgt Nichelle Hackney at (804) 236-7713 email: nichelle.k.hackney.mil@mail.mil, and CW4 D'Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil.