



DEPARTMENT OF THE AIR FORCE STATE OF MISSISSIPPI



ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT # 21-0707res

OPENING DATE: 16 July 2021 CLOSING DATE: 30 July 2021

Position Title: Operations Group Superintendent

Unit/Duty Location: 186 ARW, Meridian, MS

Min Grade: SMSgt/E8

Security Clearance: SECRET

Max Grade: CMSgt/E9

PULHES: 3,3,3,3,3

UMD Position AFSC: 9G100

ASVAB Requirements: NA

****Restricted to on board AGR members of the MS Air National Guard***

*****Promotion to CMSgt is subject to the availability of Controlled Grades***

Areas(s) of Consideration: (1) Restricted to on-board AGR members of the MS Air National Guard (Statewide)

Special Note: This FULL TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32 and United States Code.

Specialty Summary: The group superintendent is the SEL within the group and is a key member of the group's leadership team. Group superintendents are the commander's key enlisted advisors on operational effectiveness and the organization, training, and equipping of enlisted Airmen. They ensure the commander's directions and policies are carried out and the Airmen understand and are dedicated to the mission of the command. They are responsible for the professional development and proper utilization of the group's enlisted force. They work in concert with other enlisted leaders such as squadron superintendents, squadron career enlisted managers and first sergeants to oversee the readiness, training, health, morale, welfare and quality of life of assigned personnel.

Duties and Responsibilities: Provide general supervision of the organization's enlisted force. Understand AF doctrine and core leadership competencies and communicate these to the force. Understand the operation and mission of the organization and all subordinate elements and ensure the enlisted Airmen understand the command's mission and their role in executing that mission. Represent the commander at various meetings. Serve as active members of the Crisis Action Team, senior staff meetings, and other senior leader forums within the organization. Serve as an active participant on advisory councils and boards (e.g. base advisory, enlisted advisory council). Regularly visit enlisted Airmen in the group. Monitor the group's status of discipline and advise the commander on matters of compliance with AF standards, disciplinary actions, promotion withholds and ongoing investigations (i.e., inspector general, security forces, Office of Special Investigations, and commander-directed) as necessary. Establish and maintain rapport with commanders, other CMSgts and senior enlisted personnel. Maintain professional relationships with subordinate commanders and work in concert in order to accomplish the mission. Interact with sister service counterparts as required. Ensure the enlisted force is trained, equipped and prepared to meet deployment requirements. Evaluate the quality of enlisted leadership, management and supervisory training by visiting, briefing, and sitting on panels for professional military education facilities, First Term Airman Center, professional enhancement programs (enlisted, civilian and officer, when applicable), professional organizations, career assistance advisors, and junior enlisted councils. Additionally, they review the curricula and effectiveness of the enlisted developmental programs. Assist in the professional growth and

mentoring of civilian and officer supervisors of enlisted, the organization's junior officers, and new squadron commanders, as required. Evaluate, oversee, and support enlisted professional military education, retention efforts, professional enhancement programs, off-base recruitment efforts, and dormitory management. Advise the group commander on enlisted promotions and performance reports. Maintain a robust quarterly and annual recognition program. Actively lead in the organization's fitness program. Perform other duties as required and directed by their commander.

Performs other duties as assigned.

Length of Tour: IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years and constitutes the Probationary Period. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

Initial Tour will be 3 years

Appointment: The publication of AGR orders by HRO will be the official appointment into the Mississippi Air National Guard AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

Minimum Qualification Requirements:

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905. (Note: Your full name must be printed on the official copy)
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are not eligible for entry into the AGR Program.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Submit AF Form 422 validated by your medical personnel, current within 12 months.
4. An applicant on a medical profile may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
5. Must meet any Special Requirements outlined in the AFECD/AFOCD.
6. Failure to maintain a security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. Enlisted applicant's military grade cannot exceed the maximum UMD military grade authorized. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.2, the intent of the AGR program is to access AFSC qualified individuals. However, any applicant selected that does not possess the AFSC, must sign an agreement to retrain to include the statement in paragraph 5.2.1.1 of ANGI 36-101. Failure to meet and maintain training requirements will result in removal from the AGR program.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. IAW ANGI 36-101, paragraph 5.10, applicants should be able to attain 20 years of Total Active Federal Military Service (TAFMS) in the AGR career program. Waiver authority of this requirement is The Adjutant General (TAG). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
12. IAW ANGI 36-101, paragraph 6.6.1., members 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.
13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
14. Eligibility/Mandatory requirements for this AFSC(s) advertised are located in the current AFECD/AFOCD.

15. ASVAB requirements must be met prior to submitting application. Any application received not meeting ASVAB requirements will be disqualified.

Bonus/Incentive Recipients: If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the Mississippi Air National Guard. **Contact your RETENTION OFFICE MANAGER.**

Equal Opportunity: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status. The management of AGRs will be free of discrimination IAW ANGI 36-7, ANG Military Equal Opportunity Program.

Application Submission Instructions: Submit all forms in their entirety. Additional documents such as resumes, may be included but are not required. **Be advised that applications are not reviewed until after the announcement closes. HRO does not notify members of missing or erroneous information. Incomplete applications will be disqualified.**

Minimum required documents to be submitted (in this order):

Air Force Applicants:

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **AF Form 422** - Must be obtained from your Medical Group. Must be dated within last 12 months
3. **Physical Fitness Test Report from Air Force Fitness Management System II (AFFMS II)** - Official printout from AFFMS database showing a current, passing score of 75 or higher. Official copy must have your name printed on it.
4. **Record Review/Update from vMPF (aka RIP)** - Obtained only from Virtual Military Personnel Flight (vMPF). Print and submit all pages (Do not send a Career Data Brief or PCARS as they do not provide all of the required information to validate qualifications)
5. **Other Documents** - Resume', special training certificates, etc.

Army Applicants (may apply to un-restricted announcements only):

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **IMR Record** - Most recent Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The PHA date on the IMR must be dated within the last 15 months to be valid
3. **DA Form 3349** - Physical Profile (if applicable)
4. **DA Form 705** - Army Physical Fitness Test Scorecard
5. **Soldier Record Brief (SRB)**
6. **REDD Report** (enlisted only) - can be obtained through recruiters
7. **Other Documents** - Resume', special training certificates, etc.

Applications must be sent electronically via GEARS 5 Live Site 3 and must be received before 2359 hours on the closing date of the announcement to be processed. Any missing required documents will result in disqualification. Submittals of any missing required documents after the closing date will **NOT** be accepted.

GEARS is an automated packet/document routing and tracking system built on a SharePoint platform that implements global management of business processes. It provides both pre-built and custom user-defined workflow. GEARS can be located via the AF Portal by typing GEARS in the AF Portal Search Engine or by copying and pasting the link below into your web browser.

<https://army.deps.mil/netcom/sites/GEARSV/Live/web/Home.aspx>

- Step 1: Scan and save **all** application documents as **one (1)** .pdf file (do not send multiple pdf files or pdf portfolio)
- Step 2: Save file as: **Announcement # LastName FirstName** (ie. 20-1201 Doe John)
- Step 3: Log into GEARS 5 Live
- Step 4: Select the **New Packet** tab
- Step 5: In the **Packet Name** field, enter your file name (i.e. 20-1201_Doe_John)
- Step 6: For **Packet Type**, click “Make a Selection”, then select the “Other HR Actions” icon.
- Step 7: For **Originating Organization**, click “Make a Selection”, then select applicable organizations to find your unit, ensure “Make this my default organization” is checked, click “Select Organization”. (For MS ANG members: select Air Force, Air National Guard, MS Air National Guard, your Wing, your Unit)
- Step 8: Select **Proceed to the next step**
- Step 9: Under **Packet Files**, click the “+” in the top right corner. Drag and drop your application file into the box or click “Browse to upload” to navigate to your saved file. If the file is uploaded successfully, you will receive a **green** check mark under “Upload Status”, then click on Close.
- Step 10: Select **Proceed to the next step**. This will populate the **Workflow Route**.
- Step 11: Enter any comments into the **Packet Discussion/Instructions box**
- Step 12: For **Packet Due Before date**, enter the announcement closing date.
- Step 13: For **Each Action Given**, change from 3 to 1 Day(s).
- Step 14: Click **Add the Route**
- Step 15: Select **Add a User/Group**
- Step 16: Type my name: **Hammarstrom, David** into the search box and hit enter. Click on my name when it populates
- Step 17: For **Action Requested**, click the “Concur/Nonconcur” icon
- Step 18: Click **Submit Packet**.
- Step 19: Click **Start Packet Routing** in pop up window
- Step 20: Log out of GEARS 5 Live

**The GEARS platform is not intended to be used for long term storage of files. All applications received through GEARS 5 Live will be downloaded to the HRO network as they are received and deleted from GEARS. Once received, all application documents to include selection documentation become the property of HRO and will not be released to any applicant for any reason.*

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Be sure to allow yourself enough submission time.

Questions and concerns can be addressed to:

AGR Manager - Air: CMSgt David W. Hammarstrom
DSN: 293-6195 Commercial: 601-313-6195
david.w.hammarstrom.mil@mail.mil