

KANSAS AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR. TOPEKA, KS 66619	DATE ADVERTISED 15 SEP 2023	ANNOUNCEMENT NO. 120-2023
	APPLICATIONS WILL BE ACCEPTED UNTIL 01 OCT 2023; 11:59 P.M.	
OPEN TO CURRENT MEMBERS OF THE KANSAS AIR NATIONAL GUARD	TYPE OF TOUR: INITIAL TOUR FOR NEW AGRS / CONTINUATION FOR ON BOARD AGRS	
POSITION TITLE GROUP SENIOR ENLISTED LEADER	POSITION NUMBER 1066939	POSITION AFSC 9G100
LOCATION OF POSITION 184 ISRG, MCCONNELL AFB, KS 67221	MINIMUM RANK CMSGT	MAXIMUM RANK CMSGT
SELECTING SUPERVISOR INFORMATION COL DONALD MCCLURE, COMM: 316-759-7701, EMAIL: DONALD.MCCLURE@US.AF.MIL		

APPOINTMENT FACTORS

Interested applicants must meet all AGR requirements of ANGI 36-101, physical requirements of DAFMAN 36-2905, medical requirements of DAFMAN 48-123 and AFSC requirements of the Air Force Enlisted/Officer Classification Directory (AFECD/AFOCD) prior to appointment. Initial tours will be 3 years. Continuation tour lengths may be from 1 to 6 years. Occasional Tours will not exceed three years without NGB approval.

ELIGIBILITY CRITERIA:

1. Start date no earlier than 01 MAR 2024.
2. Applicants should be experienced and well broadened.
3. CMSgts must have previously attended the ANG CMSOC.
4. Should be able to complete a minimum of two years as a 9G.
5. Hiring of an E-9 is dependent on controlled grade availability.
6. Should be able to complete 20 years of active duty service prior to mandatory separation.
7. Military grade will not exceed the maximum authorized grade on the unit manning document.
8. Must possess an associate degree or higher from a nationally or regionally accredited academic institution.

APPLICATION REQUIREMENTS

Interested applicants must submit the following documentation to be considered for interview. Any missing items are encouraged to be documented with an explanation in a memorandum for record (MFR) format and included in the application. If a higher rank than advertised is held, a MFR must be submitted expressing the willingness to be administratively reduced in grade prior to appointment. Failure to submit required documents may result with an application being disqualified for this position.

APPLICATIONS WILL INCLUDE:

1. Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position
2. Record Review RIP (from vMPF) – within the open & close date of announcement
3. Current Passing Fitness Report from myFITNESS – with fitness history
4. Last three EPRs
5. Biography
6. Resume

NOTE THE FOLLOWING:

1. Failure to provide all the required documents will result in application being returned without further action.

2. Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. Please ensure 34-1 reflects Vacancy Announcement number, current telephone number and email address.
3. If selected for the job, member must have a current passing fitness and an AGR qualified AF Form 422 completed by 184 MDG prior to being placed on AGR tour.
4. If you are not an AGR Member and are receiving a federal military retirement or retainer pay, you are not eligible to apply.

HOW TO PRINT YOUR RIP:

1. Log in to [vMPF](#)
2. Look in the section 'Most Popular Applications' on the left hand side
3. Click on 'Record Review/Update.'
4. Click 'View/Print All Pages' at bottom of list on left hand side
5. Right Click 'Print!' and select Adobe PDF or Microsoft Print to PDF
6. Save your file in a location to be added into a single PDF file or Portfolio for your application

HOW TO PRINT A FITNESS REPORT:

1. Log in to [myFSS](#) with CAC
2. Click 'I Agree – Continue' when prompted
3. Scroll down and click on 'myFITNESS'
4. Click Create PDF Portfolio and Next
5. Click 'Fitness Tracker Report' mid right hand side
6. Click 'Printable View' on top right hand side
7. Right Click 'Print!' and select Adobe PDF or Microsoft Print to PDF
8. Save your file in a location to be added into a single PDF file or Portfolio for your application

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria may apply by emailing all required documents, as one (1) pdf to theresa.spears@us.af.mil. Portfolio formats are accepted. The file and email subject line should read as: LastName, FirstName_#_JobTitle (i.e. Doe, John_01-2021_Personnel). Failure to use appropriate naming convention may result with an application being returned without action for not following instructions.

HOW TO COMBINE/MERGE A PDF:

1. Click Tools
2. Click Combine Files
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
5. Add more files, rotate, or delete files, if needed.
6. Click 'Merge PDF!' to combine and download your PDF

HOW TO CREATE A PORTFOLIO:

1. Click Tools
2. Click Create PDF
3. Click Multiple Files
4. Click Create PDF Portfolio and Next
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
6. Click 'Create!' to combine and download your PDF

FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SMSgt Theresa Spears, 184 FSS/FTM, DSN: 743-7422, COMM: 316-759-7422

EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political, or other affiliations, marital status, age, or membership/non-membership in an employee organization.