

KANSAS AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 5920 SE COYOTE DR. TOPEKA, KS 66619	DATE ADVERTISED 14 SEP 2023	ANNOUNCEMENT NO. 122-2023
	APPLICATIONS WILL BE ACCEPTED UNTIL 15 OCT 2023; 11:59 P.M.	
OPEN TO CURRENT MEMBERS OF THE KSANG OR THOSE ELIGIBLE TO BECOME	TYPE OF TOUR: INITIAL TOUR FOR NEW AGRS / CONTINUATION TOUR FOR ON BOARD AGRS	
POSITION TITLE EMERGENCY MANAGEMENT	POSITION NUMBER 1109487	POSITION AFSC 3E991
LOCATION OF POSITION 190 CES, FORBES FIELD, KS 66619	MINIMUM RANK TSGT	MAXIMUM RANK SMSGT
SELECTING SUPERVISOR INFORMATION LT COL NOAH DIEHL, COMM: 785-861-4173, EMAIL: NOAH.DIEHL.2@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. Must hold a 3E9X1 at the time of application.
2. Hiring of an E-8 is dependent on controlled grade availability.
3. Promotion to E-8 is dependent on State promotion list and controlled grade availability.
4. Should be able to complete 20 years of active duty service prior to mandatory separation.
5. Members who are not suitable for Career AGR may be considered for an Occasional Tour.
6. Military grade will not exceed the maximum authorized grade on the unit manning document.

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 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

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 Tour Announcement number, current telephone number and all AFSCs for which you are qualified.
3. If selected for the job, member must have a current passing fitness and an AGR qualified AF Form 422 completed by 190 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 andrew.nelson@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 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 Mr. Andrew Nelson, 190 FSS/FTM, DSN: 720-4153, COMM: 785-861-4153

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.