

OHIO AIR NATIONAL GUARD

** ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT**

Application Opening Date:
02 August 2013

Application Closing Date:
02 September 2013

Position Number:
13-343 -A

Duty Position:
State HQ Military Personnel Manager

Grade Min/Max:
E-9/CMSGT

Duty AFSC:
3S000

Duty Location: Headquarters OHANG/A1
2825 West Dublin Granville Road
Columbus, Ohio 43235

Brief Summary of Duties and Responsibilities: Reference AFMAN 36-2105 or AFMAN 36-2108
This position is located at the Ohio Air National Guard State Headquarters, Columbus, Ohio. The primary purpose of this position is to assist the Military Personnel Management Officer in managing the State HQ military personnel A1 function for the Ohio National Guard. Responsible to plan, direct, organize and oversee programs, events and activities of all functional areas within the A1 at State Headquarters. Position provides administrative and technical supervision and guidance to the Military Personnel Management Officer, Director of Staff, Assistant Adjutant General for Air and to all Wings/GSU's. Responsible for all personnel actions staffed to the National Guard Bureau (waivers, promotions, discharges, appointments, training waivers, MCR's, etc)

Selecting Official: Col Trevor Noel
Point of Contact: MSgt Mechelle Vail
COMM: 614-336-7055

Who May Apply: **Current CMSgt's of the Ohio Air National Guard AND military members eligible to become members of the Ohio Air National Guard. MUST currently hold or have held the 3S000 AFSC.**

Qualifications: IAW Air Force Enlisted Classification Directory (AFECD).

FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. **NGB Form 34-1, dated November 2010, Signed, dated and annotated with job number and title.**
***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM 34-1:**
http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm
*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action.
2. Report on Individual Personnel (RIP) printout from virtual MPF
3. Resume
4. Most recent copy of current passing fitness assessment

Forward application and attachments to:

The Adjutant General's Department
ATTN: AGOH-HRO-AGR/Staffing
2825 West Dublin Granville Road
Columbus, OH 43235-2789

Applications may emailed to
NG.OH.OHARNG.MBX.J1-HRO-APPS@MAIL.MIL

Inquiries Call: (614) 336-7051
*Applications received after
16:30 of close date are returned without action.*

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms (.XFDL).

Equal Opportunity:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- Due to manning restrictions, positions will not be filled if funding and/or resource is not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.

