

**OFFICE OF THE ADJUTANT GENERAL
Virginia National Guard
Mullins Armory/5901 Beulah Road
Sandston, VA 23150**

NATIONWIDE AIR AGR VACANCY ANNOUNCEMENT

VIRGINIA AIR NATIONAL GUARD MILITARY TOUR NOTICE – ACTIVE GUARD/RESERVE (AGR)

ANNOUNCEMENT NUMBER: 17-02 AF

POSITION TITLE: SERVICES SUPERINTENDENT

UNIT: 192nd Support Squadron

LOCATION: Joint Base Langley-Eustis, Hampton, Virginia

GRADE: Promotable E-6 to E-8 (E-8 contingent upon availability of control grade)

AFSC: 3M0X1/3S0X1/3A0X1/3D0X1

TOUR LENGTH: 1-6 years

ELIGIBILITY OF FEMALES: Yes

OPENING DATE: 14 October 2016

CLOSING DATE: 14 November 2016

DESCRIPTION OF DUTIES: Ensures Services combat readiness is achieved through the analysis, supervision, development, and implementation of Base Services programs, missions, functions activities, and events. Serves as the primary point-of-contact for wing Services matters. Provides technical guidance and recommendations regarding program operations and effectiveness to squadron commander on a daily basis. Manages the base subsistence and Food Services Programs. Plans requirements for unit training assemblies, annual training exercises, deployments, and humanitarian support missions. Prepares, manages, and maintains a comprehensive annual budget and related contracts for Services training, equipment, and supplies, as well as official travel within the Operations and Maintenance (O&M) and Military Personnel (MILPERS) appropriations. Manages the base Lodging Program. Develops, publishes, and briefs lodging policies, guidelines, and requirements for wing and GSUs. Reviews higher headquarters plans and taskings, determines impact on Services activities, and prepares related summaries for higher-level reviews. Coordinates acceptance (or reclama) of taskings with chain-of-command and higher headquarters. Maintains the on-line Prime Readiness in Base Services (RIBS) Manager's guide to document program continuity. Formulates, drafts, publishes, updates, and employs plans, policies, and operating instructions for Prime RIBS administration to improve or sustain operational efficiency. Maintains close working relationship with, and provides liaison between, squadron commander, wing senior leadership, active duty host, NGB/AIS, and gaining MAJCOM for management of manpower, budget, training, deployment, and coordination of Base Services programs. Plans, coordinates, monitors, and documents Services training activities for Unit Training Assemblies (UTAs) and annual training (AT) periods. Evaluates annual training exercises, UTAs, and other Services support requirements for potential amendment or revision to flight training programs. Manages the flight mobility program. Monitors, reviews, schedules, and oversees update of personnel readiness folders (PRF). Prepares

and reviews annexes to operations, plans, and orders as they pertain to Services [e.g., Base Support Plans (BSPs), Joint Support Plans (JSPs), and Air Base Operability (ABO) plans]. Develops directives, plans, and programs relative to Services of MAJCOM-gained resources. Implements Services plans, training, and programs through wing/GSUs and coordinates initiatives between higher echelons, lateral organizations, and host. Administers, monitors, and documents wing Private Organizations, Non-Appropriated Funds (NAF), and Unit Welfare Funds. Maintains files for Private Organizations and ensures financial statements, documents, records, and procedures comply with Air force Instructions/Regulations. Manages the base Mortuary Affairs Program. Coordinates with higher headquarters one eligibility status of deceased Guard personnel. Provides direct technical and administrative supervision over the work of subordinate Air Technician/AGR personnel. Interviews and selects to fill vacancies. Orients new employee, explains job requirements, prepares employee performance standards. Conducts surveys of wartime operating locations, combat readiness sites, and other deployment locations for Wing/GSU aviation or combat support deployments. Coordinates with project officers, participates in related site surveys, and ensures applicable exercise plans are accurate and readily available. Manages Services self-inspection program and ensures all inspection discrepancies are answered and corrective actions are accomplished and documented. Coordinates with squadron commander to assign responsibility and accountability for accomplishment of self-inspection checklists to include required research of applicable DOD, USAF, and ANG instructions, identification and location of substantiating documentation, and status reporting for potential actual non-complaint areas and programs. Performs other duties as assigned.

ACTIVE GUARD/RESERVE ELIGIBILITY REQUIREMENTS:

1. Individuals must meet the basic eligibility criteria as stated in ANGI 36-101, Chapter 2. Member must possess outstanding appearance, military bearing, and conduct with no history of disciplinary action.
2. Must possess an awarded skill level in the compatible AFSC commensurate with their rank.
3. Applicant's military grade cannot exceed the maximum grade authorized on the SPMD for the position and ANG Grade Compatibility Table.

ADDITIONAL REQUIREMENTS:

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. Management and manpower experience highly desirable.

APPLICATION PROCEDURES AND REQUIRED DOCUMENTATION: Interested members may apply by submitting the completed documents directly to: 192 SS/FSF-HR, 165 Sweeny Blvd, Ste 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va_ANGJobs@us.af.mil

Documents Required:

1. NGB Form 34-1 CAN BE OBTAINED FROM THE NGB publications website: <http://www.ngbpcdc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>
2. Report of Individual Personnel (RIP)
3. Scores from current AF PT Test
4. Individual Medical Readiness (IMR) Report (AF Portal)
5. AF Form 422 or AF Form 422/469 (if currently on restrictions)

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SERVICES SUPERINTENDENT

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.

Additional information: Contact SFC Shawn Oliver at (804)236-7831 or CW4 D'Juana Goodwin (804)236-7823

This announcement will be posted on official bulletin boards throughout the area of consideration through the closing date. All applications must be received in the Human Resource Office before the close of business by the closing date specified on the announcement. Applications received after the closing date will not be considered.