OPENING DATE: 17 July 2019
CLOSING DATE: 14 August 2019

UNIT/LOCATION: CRTC, Volk Field, WI
POSITION: Services Superintendent

MILITARY AFSC REQUIREMENTS: 3F1X1
MINIMUM SKILL LEVEL REQUIRED: 7

AREA OF CONSIDERATION: Open to all eligible to enter WI ANG AGR program
FILL DATE: TBD
Must possess advertised AFSC.
No Trainees Accepted.

 SALARY RANGE: Pay and allowance commensurate with military pay.
MINIMUM GRADE REQUIRED: MSgt/E-7
MAXIMUM GRADE AUTHORIZED: SMSgt/E-8
MAXIMUM GRADE AVAILABLE: MSgt/E-7
*SMSgt promotion is dependent on the availability of a Control Grade

MINIMUM QUALIFICATION REQUIREMENTS

1. Member must be medically qualified IAW AFI 48-123, Medical Examination and Standards. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Selected individual must have an HIV test completed within 6 months of AGR start date.

2. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.

3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.

4. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.

5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

6. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.

7. At a minimum, applicants must be able to obtain and/or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

CONDITIONS OF EMPLOYMENT

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.

2. 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 in accordance with Attachment 2 of ANGI 36-101.

3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated “for cause” from active duty or a previous AGR tour.

5. Existing ANG Promotion Policies apply.

**BRIEF DESCRIPTION OF DUTIES:**

As Superintendent, Sustainment Services Division the incumbent evaluates plans, organizes, and directs base sustainment services functions in support of federal, state, and local missions. Serves as subject matter expert for the base, to include all assigned units, on sustainment services programs, missions, functions, activities, and events. Develops, accomplishes, and submits critical program reviews and status reports via chain-of-command in accordance with National Guard Bureau (NGB) and Air Force guidance. Develops, publishes, and/or supervises accomplishment of operating instructions to optimize sustainment services functions for ANG/Joint readiness training. Provides technical guidance to base, training and assigned units concerning all services programs and customer support. Manages and ensures effective accomplishment of all administrative functions for customer support activities. Serves as the unit point of contact for necessary emergency mortuary services.

Services Operations. Provides oversight for all base food, lodging, laundry and fitness operations. Ensures requirements met for all scheduled training units, base wide unit training assemblies, annual training exercises, deployments, and humanitarian support missions. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization needs. Develops capital expenditures programs for assigned base facilities. Establishes equipment layout, and operation and maintenance procedures. Reviews and approves subsistence requisitions, ensures accomplishment of required documentation, and compliance with Air Force Guidance. Accomplishes walk-through inspection of food operations to include equipment operability, facility cleanliness, menu accuracy, plus fire, safety, and sanitation compliance. Develops, publishes, and briefs lodging policies, guidelines, and requirements for base and assigned units. Ensures operability and safety requirements maintained for all base fitness equipment.

Financial planning, programming, budgeting, and execution (PPBES). Prepares, manages, and maintains a comprehensive annual operation and maintenance (O&M) budget for services training, equipment, and supplies as well as official travel. As Master Cooperative Agreement Federal Program Manager for Appendix 3076 prepares annual budget and ensures state reimbursement funds are available and obligated correctly. The position provides critical direction in contract development and execution to include being the designated Contract Officer's Representative (COR). Oversight of Service's Division supply program to ensure required stock or consumables are available. Reviews Table of Allowances (TAs) for required equipment and monitors Custodian Authorization–Custody Receipt Listing (CA/CRL) for accuracy and accountability. Identifies unfunded requirements to Director, Mission Support. Coordinates purchase requests, statements of work, and bid solicitations with Contracting Branch and maintains related program documentation, continuity binder, and operating instructions.

Administers, monitors, and documents base Private Organizations and Unit Welfare Funds. Maintains files for Private Organizations and ensures financial statements, documents, records, and procedures comply with Air Force Instructions. Briefs chain-of-command on program requirements, including definitions, types, roles and responsibilities, establishment, operation, and dissolution procedures. Ensures Private Organizations, to include dining social club operate within guidelines set for by the installation commander. Provides financial data annually to higher headquarters. Provides guidance to commanders on appropriate use of funds. Maintains and inspects related operating instructions and program continuity binders.

Provides direct technical and administrative supervision over the work of subordinate personnel. Interviews and selects to fill vacancies. Orient new employee, explains job requirements, prepares employee performance standards. Provides technical advice, instructions, and answers to technical questions posed by subordinates. Provides training and cross training to ensure continuity of operations at all times. Plans work schedules on a weekly or project basis to assure an even flow and distribution of work. Reviews work in progress, upon completion, or on spot-check basis. Grants leave, rates employee performance, initiates action to commend or discipline subordinates and performs other administrative functions as required. Resolves complaints of employees. Contacts higher levels of supervision or other organizations, as appropriate, for information purposes.

Manages Services self-inspection program and ensures all inspection discrepancies answered and corrective actions 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-compliant areas and programs.

**SPECIALTY QUALIFICATIONS:**

Knowledge. Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; operational ration requisition and issue procedures; menu planning; lodging operations; personnel management; AFP budgetary sources and processes; facility and equipment maintenance procedures; basic business administration concepts; retail operations;; responsibilities for lost, damaged, stolen, or destroyed property.

Education. For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, physical education, and typing is desirable.

Training. For award of AFSC 3F131, completion of the basic services course is mandatory.

Experience. The following experience is mandatory for award of AFSC indicated:

3.4.1. 3F151. Qualification in and possession of AFSC 3F131. Also, experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, coaching, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; retail operations; or subsistence functions.

3.4.2. 3F171. Qualification in and possession of AFSC 3F151. Also, experience performing or supervising food service functions or food preparation, lodging operations, managing fitness and sports programs and activities, and recreation operations and programs.

3.4.3. 3F191. Qualification in and possession of AFSC 3F171. Also, experience managing and operating services programs such as food service, fitness and lodging.
Other.
The following are mandatory as indicated:
3.5.1. For entry into this specialty, see attachment 4 for entry requirements.
3.5.2. For entry, award, and retention of these AFSCs:
3.5.2.1. Ability to speak distinctly.
3.5.2.2. Never been convicted by courts-martial.

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:

- Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). Required for all applications.

- If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.

- NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 (must be provided even if already AGR; must be signed and dated). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.

- Record Review RIP (NOT point credit summary or Career Data Brief) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPF. If you cannot pull contact your A1.

- Member Individual Fitness Report. All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date).

- Current (within 12 months) AF Form 422, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a “3”, a statement indicating that individual is Worldwide Deployable. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.


*The Wisconsin National Guard is an organization that values diversity and inclusion. As part of our recruitment process, we invite all job seekers interested in employment with The Wisconsin National Guard to voluntarily provide gender and ethnic information for *Equal Employment Opportunity reporting. We do not use this self-identification information in any manner to make our hiring decisions, and whether or not you provide your self-identification information will have no impact on our review of your resume and/or application.

- All Other Service Component applicants must have their ASVAB raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail SCANNED application encrypted to AGR POCs SrA Dalia Zelaya and SSG Laura Brunner: laura.l.brunner.mil@mail.mil and dalia.zelaya.mil@mail.mil. An email will be sent to confirm receipt of application. Emails verifying receipt are not automatic. Feel free to call Comm (608) 242-3720 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant’s own expense (next day mail suggested) or hand carried to: Joint Force Headquarters Wisconsin, ATTN: WIJS-J1-AGR (AGR Army Staffing), 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 or 608-242-3730 before job-closing date to ensure the application was received.

3. J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3730 DSN 724-3730 or e-mail Ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil