

**WISCONSIN AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT NUMBER: 20-128 ANG**

**OPENING DATE:** 18 September 2020

**CLOSING DATE:** 02 October 2020

**FILL DATE:** TBD

**POSITION TITLE:** IG Coordinator

**AFSC REQUIREMENTS:** Any AFSC

**MINIMUM SKILL LEVEL REQUIRED:** 7 Skill Level

**GRADES AUTHORIZED TO APPLY:** E6– E7

**UNIT/LOCATION:** 115<sup>th</sup> FW, Madison, WI

**AREA OF CONSIDERATION:** Open to all eligible to enter the WI ANG AGR Program

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
2. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
3. 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.
4. **Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.**
5. **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.**
6. 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 24 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:

Involved in planning, organizing, and executing a wide range of complex activities for the wing/center Commander's Inspection Program (CCIP), and the Exercise and Evaluation Program. Administers the CCIP Dashboard and Commander's Inspection Management Board (CIMB). Provides recommendations to the IG and Chief of Inspections regarding inspection policies, procedures, and guidelines. Facilitates logistical and administrative support needed for the execution of Commander's Inspection Program (CCIP). Prepares and staffs required inspection materials to include exercise objectives, scenarios, and associated risk assessments, pre-inspection surveys, and required equipment. Publishes special instructions (SPINS) for unit inspections. Arranges internal inspections with unit/installation managers and IG leadership to allow commanders to control the depth, scope, and frequency of inspections. Coordinates with administrators for the Wing Inspection Team (WIT) and the Management Internal Control Toolset (MICT) during the planning, implementation, and oversight of the inspection program. Ensures WIT members are prepared to conduct the CCIP, and organizes the unit inspection and exercise calendar. Produces written products, including but not limited to, local inspection specific schedules, memorandums, Schedule of Events (SOE), and Master Scenario Events Listings (MSEL). Utilizes tools such as the Inspector General Evaluation Management System (IGEMS) and MICT to evaluate services and processes to determine mission readiness, resource utilization, the state of discipline, and effectiveness/efficiency of the program, activity or function. Instructs self-assessment training modules, trains commanders, and educates base personnel on internal assessment issues and procedures.

## SPECIALTY QUALIFICATION:

**Knowledge.** Knowledge of Public Laws, Executive Orders, DoD Regulations, Air Force Instructions, and other directives related to the inspection process, to include DoD and AF administrative and inspection policies, procedures, techniques, and practices. Knowledge of Air Force readiness and compliance objectives, enlisted leadership and management concepts and their relationship to mission accomplishment is mandatory.

**Education.** Must possess a CCAF degree in primary AFSC and be current in all professional military education commensurate with current grade.

**Training.** For retention of this SDI, completion of the Air Force Basic Inspector Course taught by AFIA is mandatory within 6 months of appointment to the 8I100 position.

**Other.** For entry, and retention of the SDI, the following are mandatory as indicated: No Unfavorable Information File, civil convictions (other than minor traffic violations), or open IG investigations. Must possess current Secret security clearance. Recommendation by unit commander for Inspector General Duty. Demonstrated ability to prepare verbal/written reports and briefings. Outstanding military appearance, bearing and conduct. For award and retention of AFSC 8I100, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN17-1301, Computer Security.

## HOW TO APPLY

All documents must be personally identifiable and must include date if required.

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 VMPPF. 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). Will not accept the "I AM FIT" report.
- 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.
- DMA FORM 181-E** (Race and National Origin Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- 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 MSgt Melanie Kasten and SrA Toni Trentadue: [melanie.l.kasten.mil@mail.mil](mailto:melanie.l.kasten.mil@mail.mil), and [toni.m.trentadue.mil@mail.mil](mailto:toni.m.trentadue.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) 242-3723 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. **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.

3. Questions regarding this announcement may be referred to AGR Staffing, Comm (608) 242-3723 DSN 724-3723 or e-mail [Ng.wi.wiarnng.mbx.j1-internet-feedback@mail.mil](mailto:Ng.wi.wiarnng.mbx.j1-internet-feedback@mail.mil)