

SUBJECT: Air Force Reserve AGR Vacancy Announcement 17-1295EA; Closeout Date: 20 Oct 17

1. A requirement exists for a qualified member to serve a 3-year tour of active duty as an AF Reserve AGR (Active Guard Reserve) in the AFSC and rank indicated below. Applicants must possess the AFSC, skill level or one skill level below and must hold the rank (one above or one below) to qualify as a candidate.

AFR AGR applicants must have 30 months' time on station (TOS) if PCSing by the position availability date. If they are less than 30 months TOS, a snowflake and TOS waiver approved through the member's wing commander or equivalent is required to be submitted with the AGR application package prior to the close out date.

Air Reserve Technicians (ART) selected for an AGR assignment will have his/her Mandatory Separation Date (MSD)/High Year Tenure (HYT) adjusted to that of a traditional reservist/IMA.

The selectee for this 3 year TERM will not meet the AGR Review Board (ARB) and must separate from the AFR AGR program on their DOS unless selected for another follow-on AGR position.

AFSC: 8G000 (Any AFSC May Apply)
RANK: MSgt
UNIT/ORGANIZATION: 452 FSS/FSG
DUTY TITLE: Honor Guard Superintendent
LOCATION: March ARB, CA
ESTIMATED AVAILABILITY: 1 Jan 2018

2. DUTIES AND RESPONSIBILITIES: Ensure members maintain compliance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, AFI 36-2905, Fitness Program, and AFI 34-501 Mortuary Affairs Program. Maintain and approve a list of performance-ready (trained, uniformed, equipped) Honor Guard members to include ARC augmentees, coordinating with the Active Duty Honor Guard NCOIC. Ensure uniforms are in serviceable condition and members are trained in compliance with established Air Force Base Honor Guard standards to master drill and ceremony. Ensure members are knowledgeable of Honor Guard traditions, formation and protocol. Inform AD immediately if an ARC volunteer is placed on a medical or physical profile. Ensure volunteers perform annual tour, unit training assemblies and other required reserve training IAW the member's primary AFSC. Work with base leadership to discipline and/or recognize Honor Guard members and remove any member who does not meet/ comply with performance or appearance standards. Manage Military Personnel Appropriation (MPA) Man-Day Program for ARC augmentees. Maintain man-day utilization and accountability report through the Manpower MPA Man-day Management System (M4S). Track MPA man-day utilization and waiver limitations and request waivers to exceed MPA man-day when sufficient volunteers do not exist. Process authorization for MPA orders and submit to the augmentee's unit for orders processing. Attend training courses conducted by AFMAO/HG and the Air Force Honor Guard within three to six (3-6) months of appointment to the position. Participate in Base Honor Guard ceremonies to provide continuity with the team and maintain proficiency. Determine a budget for the annual MPA man-day, 40B's, Uniforms and Base Operating Support (BOS) requirements based on MAJCOM/A1 Honor Guard Program Manager and submits report to HQ USAF/A1S Honor Guard as requested. Coordinate and update required MOA/MOU with AD Honor Guard responsible for the AOR.

3. QUALIFICATIONS:

- Knowledge of Military Custom and Courtesies
- Must have excellent communication skills (Reading and Writing)
- Must have a passing Physical Fitness Score (Minimum 80)
- Must have excellent military bearing and appearance (no waivers/profiles)
- Have an overall EPR ratings of LC/5 on the last 3 performance reports
- Must have high standards of character, discretion, loyalty and performance

- Previous Honor Guard experience is desirable
- No disciplinary actions resulting in an Article 15 or UIF in the past 3 years
- No medical conditions preventing prolonged standing, marching, repetitive movements or physical limitations that prohibits execution of ceremonial duties
- No recorded evidence of emotional instability, personality disorder, nervous disorder, domestic violence, PTSD or other unresolved mental health problems

4. For additional information about this vacancy, contact Major Rico Cicero, 452 FSS/CC at (951) 655-6369 or DSN 447-3639. Application procedure questions are on [myPers](#) or may be addressed by calling the Total Force Service Center at 1-800-525-0102 or DSN 665-0102. **Air Force Reserve AGR members affected by force structure will be given priority consideration.**

5. Please disseminate this advertisement to all potentially qualified members. Please be advised that PCS orders cannot be published until selectee is certified medically qualified for active duty.

6. Further information on how to apply, eligibility requirements, etc can be found on [myPers](#) and other AFR AGR career opportunities are listed on the ARPC/DPAA “AFR AGR Vacancies” [ARPC](#) Website.