

AIR NATIONAL GUARD
117TH AIR REFUELING WING (AMC)
SUMPTER SMITH AIR NATIONAL GUARD BASE
BIRMINGHAM, ALABAMA 35217

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 21-009

OPEN DATE: 18 February 2021

EXPIRATION DATE: 17 March 2021

Open To: The following AGR tour is available to all members currently in the Alabama Air Guard.

Number of Positions: 1

Position Title: Director of Personnel / Manpower & Organization

Position Number: 0081368134

Minimum/Maximum Grade Authorized: 2LT - MAJ

Duty AFSC: 038F3

Security Clearance: Secret

Unit/Duty Location: 117th Force Support Squadron

Selecting Official: Lt Col Michael Marshall

HRO Remote: TSgt Jerica Waters (205)714-2686

If your current grade exceeds the maximum grade of this announcement, you must submit a written statement indicating willingness to accept an administrative reduction.

APPLICATION REQUIREMENTS

- 1. Signed NGB Form 34-1, <https://www.ngbpd.c.ngb.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>**
- 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)**
- 3. AF Form 422: Must be signed and verified within 6 months from your Medical Group**
- 4. Air Force Fitness Management System II (AFFMSII) Fitness Report: Must be Current and passing**
- 5. All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.**

Mail or hand carry completed application packages to:

**JFHQ-AL MDM
ATTN: MSG John D. Kilpatrick
P.O. Box 3711
Montgomery, AL 36109-0711**

FORCE SUPPORT

(Changed 31 Oct 19)

1. Specialty Summary. Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

2. Duties and Responsibilities:

2.1. Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.

2.2. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.

2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

2.4. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.

2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.

2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.

2.7. Oversee and conduct strategic sourcing studies.

2.8. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.

2.9. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.

2.10. Manages equal opportunity and sexual assault prevention and response programs.

2.11. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations.

2.12. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.

2.13. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.

2.14. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.

2.15. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.

2.16. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Resource Management, Mortuary Affairs, Casualty, SAPR, and Quality of Service Programs.

3.2. Education. For entry education requirements see [Appendix A, 38F CIP Education Matrix](#).

3.3. Training. For award of AFSC 38F3, completion of Force Support Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory. A waiver from the CFM is required if any portion of IST is not completed. A minimum of 24 months of experience is also mandatory. In addition, within 24 months of graduating Force Support Officer IST, an officer must also complete the Follow-On Unit Training (FOUT) outlined in the Career Field Education and Training Plan (CFETP), Basic KSA Course, and Basic Contingency Course. All requirements must be certified by the FSS commander or senior career field leader assigned to the organization. A waiver from the CFM is required if the FOUT or other tasks cannot be completed within the 24-month period. ANG and AFR personnel will coordinate waivers with their component CFM and the RegAF CFM.

3.4. Experience. For award of AFSC 38F3, a minimum of 24 months of experience is mandatory.

3.5. Other. Not used.

4. *Specialty	<i>Portion of AFS to</i>
Shredouts Suffix	<i>Which Related</i>
A	Analyst
Q	SectionCommander