

**AIR NATIONAL GUARD
FORCE SUPPORT SQUADRON
187TH FIGHTER WING, MONTGOMERY, ALABAMA**

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #22-043

OPEN DATE: 23 SEPTEMBER 2022

EXPIRATION DATE: 7 OCTOBER 2022

This announcement is open to all current members of the Alabama Air National Guard and those eligible to join the Alabama Air National Guard.

Number of Positions:	1
Title:	HRO Remote Designee
Position Number:	001531881C
AFSC:	3F0X1
Required ASVAB:	Admin: 59
Minimum/Maximum Grade Authorized:	TSGT - SMSGT
Security Clearance:	Secret
Location:	187 th Force Support Squadron

Selecting Official: CMSGT TONY MATHEWS

For more information about this position or the unit of assignment, please call: 334-394-7569

Promotion to the highest grade may not be supported by the units manning authorizations. The start date for this position is contingent upon resource availability.

E-8 is contingent on the availability of a control grade. There is currently no control grade allocated to this position at this time. If you are currently an E-7, you will not be promoted to the grade E-8 until control grade is assigned.

APPLICATION REQUIREMENTS

Signed NGB Form 34-1, <https://www.ngbpdc.ngb.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>

Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)

AF Form 422: Must be signed and verified within 6 months from your Medical Group

myFitness Report: Must be Current and passing

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, hand carry or email completed application packages to:

**JFHQ-AL MDM
ATTN: MSG JIMMY L. ACOFF
jimmy.l.acoff.mil@army.mil
P.O. Box 3711
Montgomery, AL 36109-0711**

All emailed packages must be in a single PDF

Applicants that do not meet the minimum requirements will not be considered
DUTIES AND RESPONSIBILITIES: The information below was taken for the AFOCD, 30 April 2022

PERSONNEL
(Changed 31 Oct 19)

1. **Specialty Summary.** Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. Related DoD Occupational Subgroup: 153100.

2. **Duties and Responsibilities:**

2.1. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.

2.2. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

2.3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed locations and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

2.4. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

2.5. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

2.6. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

3. **Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

3.2. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

3.3. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 3F051. Qualification in and possession of AFSC 3F031 and completion of all core.

3.4.2. 3F071. Qualification in and possession of AFSC 3F051 and completion of all core.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty: 3.5.1.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs, the following are mandatory: 3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.2. Must maintain eligibility to access personnel data systems.

The information below was taken from ANGI 36-101, 03 June 2010.

5.1. Accession Standards. Reference this Chapter and [Attachment 2](#), AGR Eligibility Checklist, to assist in the accession of an AGR (to include occasional and AGR deployment backfill tours). Members selected for AGR tours must meet the medical retention standards outlined in DAFMAN 48-123 and the USAF Medical Standards Directory. An Airman with a Mobility Restriction annotated on an AF Form 469 at the time of his/her AGR package evaluation will not be eligible to start an AGR order. However, selection of a member is possible if the member is medically cleared of any Mobility Restricting Duty Limiting Condition (DLC) prior to starting an AGR order in accordance with AFI 48-133, *Duty Limiting Conditions*. AGR accession package evaluations require the SAS, or delegated Flight Surgeon/Provider, certifying authority approval on an AF Form 422 prior to starting an AGR order in accordance with DAFMAN 48-123.

5.1.1. A pregnant Airman may be accessed into the AGR program, to include for the purpose of an occasional tour, with the concurrence of the commander and HRO.

5.1.2. An Airman with an approved, duty-restricting shaving waiver for Pseudo Folliculitis Barbae may be accessed into the AGR program, to include for the purpose of an occasional tour, with concurrence from medical, the commander, and the HRO. Facial hair must be grown out naturally, any shaping or styling of the facial hair is not allowed, and the facial hair cannot interfere with the wear of any personal protective gear, such as a gas mask, or the performance of duties. If this should happen, the member's ability to safely perform duties is compromised and the member may require an evaluation to determine fitness for military duties in accordance with AFI 44-102, *Medical Care Management* and DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

5.1.3. An Airman may still be accessed into the AGR program if they have a Duty Restriction, Fitness Restriction, and/or "Deployable with Limitation" DLC provided the restriction does not preclude satisfactory performance of required military duties of the Airman's office, grade, rank, or rating in accordance with DAFMAN 48-123 and AFI 48-133.

5.2. Air Force Specialty Code (AFSC) Requirements. The intent of the AGR program is to assess AFSC-qualified individuals. If an applicant is selected who does not possess the AFSC, the member must sign an agreement to retrain including the statement in [paragraph 5.2.1.1](#).

5.2.1. Retraining. Enlisted Airmen currently serving in an AGR status may be selected for a vacant, AGR position on the UMD without the awarded duty AFSC subject to the following restrictions:

5.2.1.1. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned immediately. The following statement will be included in the remarks section of the AF Form 2096, *Classification/On-The-Job Training Action*: "I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour." The AF Form 2096 must be accomplished before the orders are published. 5.2.1.2. If the Airman fails to successfully complete the required formal training in accordance with DAFI 36-2670, *Total Force Development* and AFMAN 36-2100, *Military Utilization and Classification*, or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.

5.2.1.3. Individuals must continue to progress in training in accordance with DAFI 36-2670 and AFMAN 36-2100, to a skill-level compatible with their UMD assignment. Airmen who do not progress to the next skill-level will be removed from AGR status.

5.2.1.4. Airmen approved for retraining may incur a Reserve Service Commitment in accordance with AFMAN 36-2100 upon completion of training.

5.3. Grade. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference [paragraph 6.6](#) for proper assignment to a position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

5.4. Commissioning of Enlisted Member. Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded

5.5. Air Force Fitness Standards. AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force Physical Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

5.6. Security Clearance. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS).

5.6.1. AGR follow-on assignments will not be issued without a current favorable adjudicated security clearance investigation. Extensions to orders while awaiting security clearance adjudication will be considered on a case-by-case basis and must be submitted through TAG or CG, or designee, to NGB/A1PP for consideration.

5.6.2. If a Top Secret security clearance is not held by Airmen selected for an AGR assignment that requires access to top secret information, the Airman must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation. The HRO/AGR Manager will not issue the AGR orders until the security clearance upgrade is initiated, and the member has a current favorable investigation.

5.7. Separated for Cause. To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

5.8. Retainability for an AGR Assignment. Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

5.9. Sanctuary. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

5.10. Inability to attain 20 years TAFMS. AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in [Attachment 3](#). The HRO will maintain the completed, signed Statement of Understanding.

5.11. Medical Requirements. Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).