



**DEPARTMENT OF THE AIR FORCE  
117<sup>TH</sup> AIR REFUELING WING (AMC)  
SUMPTER SMITH JOINT NATIONAL GUARD BASE  
5401 EAST LAKE BLVD BIRMINGHAM AL 35217-3545**

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #23-056**

**OPEN DATE: 25 August 2023**

**EXPIRATION DATE: 25 September 2023**

**Open To: STATEWIDE**

**Number of Positions: 1**

**Position Title: HUMAN RESOURCES SPECIALIST (HRO Remote)**

**Position Number: 0081367834**

**Minimum/Maximum Grade Authorized: MSGT**

**Duty AFSC: 3F0X1**

**Security Clearance: Secret**

**Unit/Duty Location: 117th FORCE SUPPORT SQUADRON**

**Selecting Official: SMSgt Justin Smith**

**HRO Remote: MSgt Samantha Crotzer (205) 714-2686**

## **APPLICATION REQUIREMENTS**

- 1. Signed NGB Form 34-1, <https://www.ngbpc.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.**

**Note: (E8/E9/O4/O5/O6 Only) Promotion and hiring is contingent upon control grade availability**

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**Email completed application packages to:**

**JFHQ-AL MDM**

**ATTN: MSG JIMMY L. ACOFF**

**[ng.al.alarng.list.j1-air-mdm@army.mil](mailto:ng.al.alarng.list.j1-air-mdm@army.mil)**

**P.O. Box 3711**

**Montgomery, AL 36109-0711**

**\*All emailed packages must be in a single PDF\***

**PERSONNEL**  
**(Changed 30 Apr 23)**

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. 2.1. 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.
- 3.1. 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,
- 3.5.2.2. Must maintain eligibility to access personnel data systems.

**2. Duties and Responsibilities:**

**3. Specialty Qualifications:**

*Computer Security.* AFECD, 30 Apr 23

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★**Note:** Retraining into the 3F0 Career Field is limited to E-7 and below for the Air Force Reserve and Air National Guard. Exceptions to policy will be reviewed on a case-by-case basis by the component 3F0 Career Field Functional Manager. Only individuals who have obtained

the 9-skill level in the 3F0 AFSC may be selected for 3F000 Key, Command, and Joint (KCJ) and 3F000 above-wing level positions in the Air Force Reserve.

#### MAJOR DUTIES:

1. Serves as advisor to commanders and supervisors on human resources (HR) programs affecting full-time employees. Monitors nexus between full time personnel and military readiness and advises leadership on impacts of military decisions on full time personnel management. Analyzes data and making determinations regarding various human resources matters that may involve or may affect employees. Assist the HRO with staff visits and training full time personnel, supervisors, managers, etc. within the unit in all programs for which responsible. My assist in conducting periodic briefings for staff, commanders, and administrative personnel to promote a full understanding of all aspects of the assigned program. Develops and provides commanders, supervisors, and the MPS staff with a variety of statistical data reports pertaining to military HR issues to assist in HR management decisions. Incumbent has responsibility/accountability for assigned program accomplishment.
2. Works with HRO and the Wing to accomplish a wide range of human resources transactions for employees related to recruitment, placement, classification, employee and labor relations, benefits, entitlements, training, and incentive awards. These duties require technical understanding and knowledge of numerous human resources and military guidelines, regulations, instructions, directives, procedures, policies, and precedent situations involving analyzing the interrelationship and impact various human resources actions in different functional areas may have on personnel. These duties impact the civilian and military manpower documents and resourcing. Uses judgment and discretion to interpret numerous military and civilian policies and provide completed work to both HRO and supported military organizations.
3. Advises and provides comprehensive procedural and technical guidance to managers and supervisors in the areas of recruitment, placement, separation, and retirement. Tracks and coordinates hiring system actions for Wing. Obtains vacancy requirements from functional area supervisors and prepares requests for vacancy announcements. Forwards request to the HRO for final approval. Upon receipt of the announcement, incumbent makes distribution to units/sections. Furnishes information to employees or job applicants regarding vacancies and mandatory requirements for competitive/excepted status positions. May assist HRO with certificates of eligibility to selecting supervisors, coordinating selections/non-selections with HRO as appropriate. Coordinates the completion of necessary documents of civilian personnel who deploy, mobilize, separate, retire, etc. Advises and provides detailed guidance or specific information on benefits and services including, but not limited to; thrift savings plans, life insurance, health insurance open seasons, leave and pay inquiries, uncommon tours of duty, Office of Workmen's Compensation (OWCP) claims, disciplinary actions, performance ratings. Processes requests for training and incentive awards. As the human resources liaison representative, coordinates human resources transactions daily with management officials, technicians, the ANG organization/unit and HRO. Performs administrative and clerical support duties in the areas of incentive awards, training, classification, performance ratings, etc. Monitors suspense's established by the HRO and the ANG organization/unit for performance evaluations, and annual reviews and ensures timely and complete submissions by supervisors. Track and reviews nominations for awards and training for completeness and accuracy prior to forwarding to the HRO.
4. Maintains and reviews the Unit Manning Document (UMD) validating the position description number, title, series, grade, and resourcing. Compiles necessary statistics to reflect status, and accurate consumption of allocated requirements and resources for the purpose of accomplishing a planned hiring program that will meet programmed year end strength and future projections and requirements. Assist HRO with advising Military Personnel Section, Force Support Squadron, and higher-level leadership on changes to full time resources or requirements. Monitors full time manpower studies and application to unit manning documents and advises on and coordinates full time personnel actions associated with manpower changes. Monitors Manpower Resource Voucher (MRV) funding documents provided by National Guard Bureau and advises leadership as necessary on funding changes across or within fiscal years that impacts full time manpower resources.
5. Provides assistance to the Wing, managers and supervisors in resolving AGR problems relative today-to-day operations. Serves as primary point-of-contact regarding AGR matters between the ARNG/ANG organization/unit and the HRO. Processes all military human resources actions associated with a military assignment of an AGR member. Conducts orientation program to outline military requirements, benefits, and entitlements. Implements and interprets AGR policies and programs. Advises and counsels AGR members and dependents on support agencies and benefits programs. Explains the TRICARE program and how to file claims and locations of servicing Health Benefits Advisors. Schedules retirement counseling of AGR members and coordinates retirement actions with the ARNG/ANG organization/unit and HRO. Coordinates with the local medical facility on physical examinations for current, potential AGR members, and AGR members projected for separation/retirement. Analyzes, interprets, and clarifies policies, directives, and other issues regarding NGB/ARNG/ANG and HRO military human resources matters. Monitors AGR controlled grade program and requirements at unit/wing/base level. Monitors promotions, reassignments, performance appraisals, tour renewals, orders, and transfers of all assigned AGR personnel.