

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

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #23-028

OPEN DATE: 27 MARCH 2023

EXPIRATION DATE: 25 APRIL 2023

Open To: STATEWIDE

Number of Positions: 1

Position Title: PERSONNEL

Position Number: 0110411834

Minimum/Maximum Grade Authorized: TSGT- MSGT

Duty AFSC: 3F0X1 ELIGIBLE

ASVAB Req'd: 59 ADMIN

Security Clearance: Secret

Unit/Duty Location: 117th Maintenance Group

Selecting Official: Capt William Young

HRO Remote: MSgt 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.

Expected Start date No Earlier than 1 May 2023

APPLICATION REQUIREMENTS

1. 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>
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.

E-Mail or hand carry completed application packages to the address below:

Emailed Packages Must Be Consolidated To One Package

JFHQ-AL MDM
ATTN: MSG Jimmy L. Acoff
ng.al.alarng.list.j1-air-mdm@army.mil
P.O. Box 3711
Montgomery, AL 36109-0711

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.