

**AIR NATIONAL GUARD**  
Joint Force Headquarters  
187<sup>th</sup> FIGHTER WING, MONTGOMERY, ALABAMA  
117<sup>th</sup> AIR REFUELING WING, BIRMINGHAM, ALABAMA

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 26-68**

**OPEN DATE: 04 August 2026**

**EXPIRATION DATE: 25 August 2026**

**OPEN TO: ONBOARD**

**Number of Positions: 1**

**Position Title: HUMAN RESOURCES AND ADMINISTRATION**

**Func Code: 10W100**

**PEC#: 59220C**

**UMDA Position #: 110382634**

**AFSC: 3F091 (Must have been awarded at least a 3F071)**

**ASVAB REQUIRE: A59**

**Grade: MSGT- SMSGT (MUST BE PROMOTION ELIGIBLE MSGT)**

**Security Clearance: SECRET**

**Unit/Duty Location: 117<sup>TH</sup> FORCE SUPPORT SQUADRON**

**Selecting Official: CMSGT JUSTIN SMITH**

**HRO Remote: MSGT SAMANTHA CROTZER**

**THIS POSITION WILL SERVE AS THE MILITARY PERSONNEL FLIGHT SUPERINTENDENT  
CONTROL GRADE CONTINGENT UPON AVAILABILITY**

## APPLICATION REQUIREMENTS

- Signed NGB Form 34-1, NGB Forms
- 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. Memorandums in lieu of signed 422 will not be accepted
- Air Force Fitness Management System II (AFFMS II) Fitness Report: Must be Current and passing
- AGR Eligibility Checklist: All applications must be submitted with a completed AGR Eligibility Checklist.
- All applications must be submitted to MDM org box by closing date.
- The HRO Remote or Designee listed on this announcement must sign AGR checklist PRIOR to final submission.
- Final Submission must be sent to MDM by the applicant, not the HRO Remote by closing date of job.

Email completed application packages to:

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

ATTN: CAPT FREDRIKA SANDERS

**\*All emailed packages must be in a single PDF. NO PORTFOLIO\***

**JOB INTRO/TITLE:**  
**HUMAN RESOURCES AND ADMINISTRATION**  
 (Changed 31 Oct 25)

**SPECIALTY SUMMARY:**

Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensure mission readiness, personnel accountability, and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Advises commanders and Airmen on career progression, benefits, entitlements, and personnel readiness. Administer assignments, promotions, separations, retention programs, casualty operations, workforce planning, personnel data systems, and compliance inspections. Overseas executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution. Manages military postal operations, ensuring secure and timely processing of official and personal mail in accordance with DAF, United States Postal Service (USPS), and federal regulations. By integrating these diverse functions, HRA professionals enhance strategic personnel management, strengthen organizational cohesion and contribute directly to the operational success of the Air Force.

Related DoD Occupational Subgroup: 151000, 153100, and 155400.

**DUTIES AND RESPONSIBILITIES:**

- 2.1. ★ Personnel Programs. Manages military human resource programs and provides guidance to commanders and Airmen on DAF personnel policies. Directs assignments, promotions, separations, retirements, classification, awards, decorations, retraining, casualty reporting, personnel reliability, and readiness programs. Determines program eligibility, counsels Airmen on reenlistment opportunities, benefits, entitlements, and implements force management tools such as boards, selective reenlistment, and bonus programs. Supplies leadership with detailed personnel reports and statistical analyses to inform strategic decision-making.
- 2.2. ★ Personnel Data Management and Analysis. Ensures personnel data integrity through systematic auditing, analysis, and discrepancy resolution for both deployed and in-garrison personnel. Develops, interprets, and reviews management assessment products and transaction registers to maintain compliance and accuracy. Conducts routine crosschecks between personnel systems and source documents, identifying and correcting inconsistencies. Compiles, organizes, and submits management data and reports to facilitate personnel decision-making while tracking key metrics to enhance readiness and operational efficiency.
- 2.3. ★ Personnel Actions and Accountability. Handles personnel processing and accountability, ensuring precise tracking of DAF personnel across garrison and deployed locations. Executes in- and out-processing, duty status reporting, and personnel movement tracking, including leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Maintains personnel readiness by ensuring timely updates to duty status and personnel records.
- 2.4. ★ Compliance, Inspection, and Counseling. Conducts inspections to verify compliance with DAF personnel policies and directives. Identifies discrepancies, recommends corrective actions, and monitors personnel processing for timeliness, propriety, and accuracy. Provides counseling and advisory support to Airmen on personnel programs, benefits, entitlements, and career progression, assisting them in navigating administrative processes.
- 2.5. ★ Commander Support Staff (CSS). Manages organizational personnel and manpower programs, ensuring accuracy in database systems and coordinating personnel actions between units and military personnel organizations. Administers administrative functions, including evaluations, decorations, recognition programs, fitness tracking, and in-/out-processing. Maintains personnel records, duty status changes, and suspense systems for personnel actions and correspondence. Oversees leave web programs and assists Airmen with web based personnel applications. Prepares and processes disciplinary actions, including Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions in support of command personnel management.
- 2.6. ★ Personnel Support for Contingency Operations (PERSCO). Executes PERSCO functions, maintaining personnel accountability for deployed forces and ensure accurate reporting to combatant commanders. Conduct casualty reporting for missing, deceased, ill, or injured personnel while coordinating inbound and outbound operations for deployed locations. Provides critical personnel support, including virtual record updates, emergency leave processing, and promotion actions. Acts as a vital link between deployed personnel and home stations, ensuring operational continuity and personnel readiness in contingency and wartime environments.
- 2.7. ★ Administrative Support. Provides executive administrative support to General Officers, Senior Executive Service civilians, and military leaders, ensuring seamless coordination of travel, lodging, itineraries, and official functions. Assists commanders in executives official events, including recognition ceremonies and Distinguished Visitor (DV) engagements, by managing logistics, venues, mementos, and guest lists. Leads executive correspondence management, facilitates meetings, and administers organizational communications, including document preparation, distribution, workflow management, and electronic mail organization. Carries out administrative duties such as calendar management, meeting coordination, and customer service while ensuring compliance with communication standards and formatting requirements.
- 2.8. ★ Postal and Official Mail Operations. Direct and supervises postal operations, ensuring secure handling, processing, and distribution of official correspondence in accordance with United States Postal Service (USPS) and military postal regulations. Manages Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA) to facilitate efficient mail processing and

delivery for authorized users. Administers postal financial services, including postage sales and money orders, while maintaining accountability through accurate records and reporting. Coordinates mail transportation logistics, resolves distribution issues, and monitors air carrier facilities to ensure timely delivery via military and commercial carriers. Handles official mail functions, including receipt, distribution, expenditure tracking, and compliance with Private Express Statutes. Manages contracting officer representative duties for outsourced operations, ensuring regulatory compliance and effective communication within the organization.

## **SPECIALITY QUALIFICATIONS:**

- 3.1. ★**Knowledge.** Mandatory knowledge includes personnel policies, procedures, and principles of personnel management, covering assignment, promotion, customer service, quality force initiatives, personnel readiness, deployment/mobilization procedures, and PERSCO operations. Proficiency in interviewing and counseling techniques, administrative communications, correspondence management, and general office operations are required. Understanding organizational structure and its relationship to mission execution is essential, along with familiarity with policies, programs, and procedures governing benefits for military personnel, retirees, and family members. Knowledge of Personnel Data System (PDS) capabilities, occupational survey procedures, and benefit programs is critical. Additionally, expertise in office management policies, technologies, and procedures is required, including administrative support for personnel and manpower programs, executive support responsibilities, and postal and official mail operations.
- 3.2. ★**Education.** Completion of high school or a General Educational Development (GED) equivalency is required for entry into this specialty. Coursework in business, English composition, public speaking, Microsoft Office applications, and keyboarding is highly desired.
- 3.3. ★**Training.** Members must complete training requirements for the core AFSC and applicable shredding requirements, as needed, progressively, as each skill level builds upon the prior level. The following training is mandatory for the award of the AFSC indicated in addition to the successful completion of applicable Career Development Course (CDC) requirements and core tasks listed in the Career Field Education and Training Plan (CFETP):
  - 3.3.1. ★ **Entry-Level Training.** Successful completion of the HRA initial skills course is mandatory for the award of AFSC 3F031.
  - 3.3.2. ★ **Core Training Requirements.** The following training is required for specific AFSC skill levels:
    - 3.3.2.1. ★3F051: Completion of DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office (Beginner Level), DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office (Intermediate Level), and Microsoft Office Specialist: Associate (Office 2019).
    - 3.3.2.2. ★3F071: Completion of all 3F051 and DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office Specialist: Expert (Office 2019).
- 3.4. ★**Experience.** The following experience is mandatory for award of the AFSC skill-level indicated in addition to success completion of applicable task requirements listed in the CFETP:
  - 3.4.1. ★**Core Experience Requirements.** Experience requirements for the AFSC skill-level include successful completion of applicable training and task requirements:
    - 3.4.1.1. ★3F051. Qualification in and possession of AFSC 3F031 with completion of all 3F051 core tasks.
    - 3.4.1.2. ★3F071. Qualification in and possession of AFSC 3F051 with completion of all 3F071 core tasks. Experience supervising and performing HRA functions.
    - 3.4.1.3. ★3F091. Qualification in and possession of AFSC 3F071. Experience managing and directing HRA functions and programs.
- 3.5. **Other.** The following are mandatory as indicated:
  - 3.5.1. ★ **Entry Requirements.** For entry into this specialty, see Attachment 4 for additional requirements.
  - 3.5.2. ★ **AFSC Award and Retention Requirements.** Personnel must maintain local network access in accordance with AFI 17-130, Cybersecurity Program Management.

## **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:**

Must be a member or eligible to become a member of the Alabama Air National Guard.

Member will be required to hold a compatible military assignment in the unit they are hired to support.

Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.

Member must meet the physical qualifications outlined in, Medical Examination and Standards (DAFMAN 48-123), Attachment 2 before being placed on an AGR tour.

Member must have retain-ability to complete the tour of military duty.

Member must not be eligible for or receiving a federal retirement annuity.

Member must comply with standards outlined in DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program.

Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) Program.

Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECD/AFOCD

## **ADDITIONAL DUTIES**

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).

AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score.

Scores are reflected on your personnel RIP.

If your ASVAB score does not meet the minimum required IAW AFECDC contact your servicing MPF.

You have the option to retake the test.

You must schedule your test date and receive your new scores prior to the announcement closing date.

Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

A law enforcement background check may be required prior to appointment to this position.

By submitting a resume or application for this position, you authorize this agency to accomplish the check

## APPLICATION INSTRUCTIONS

***APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.***  
***\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED \*\*\*\*\****

### WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

AGR Eligibility Checklist found in ANGI 36-101 ([see below](#)).

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013

Announcement number and position title must be annotated on the form

Download the current form version from;

<http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores.

RIP can be obtained from the servicing Force Support Squadron (FSS)

In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)

Select 'Record Review', and then 'Print/View All Pages'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

The information below was taken from ANGI 36-101, 21 April 2022.

**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 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 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)

**5.7. 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](#).