

**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 # 25 - 01**

**OPEN DATE: 23 JANUARY 2025**

**EXPIRATION DATE: 23 FEBRUARY 2025**

**OPEN TO: NATIONWIDE**

**Number of Positions: 1**

**Position Title: COMMANDER SUPPORT STAFF**

**Func Code: 10W100**

**PEC#: 51411M**

**UMDA Position #:110382634**

**AFSC: 3F5X1**

**ASVAB REQUIRE: 55A**

**Grade: MSGT-SMSGT**

**Security Clearance: SECRET**

**Unit/Duty Location: 117<sup>TH</sup> AIR REFUELING WING**

**Selecting Official: COLONEL MICHAEL ADAMS**

**HRO Remote: MSGT SAMANTHA CROTZER**

## 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**

**Air Force Fitness Management System II (AFFMS II) Fitness 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.**

**Email completed application packages to:**

**JFHQ-AL MDM**

**ATTN: Ms. Calnecia Gregg**

**[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\***

**JOB INTRO/TITLE:  
ADMINISTRATION**

**SPECIALTY SUMMARY:**

Provides administrative support to Department of the Air Force, joint, DoD, and organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include human resources, executive staff support, office management, postal operations, official mail, and a variety of other services and duties. Related DoD Occupational Subgroups: 151000 and 155400

**DUTIES AND RESPONSIBILITIES:**

- 2.1. Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, recognition programs, supervisory data, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.
- 2.2. Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists commanders at all levels in planning, preparing, arranging, and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.
- 2.3. Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management and content management. Performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format
- 2.4. Postal Operations. Includes overseas Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA). Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services for authorized users of the MPS. Provides security for all mail and performs postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operation plans, and maintains adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Receives, sorts, and distributes incoming and outgoing mail and resolves issues with commercial and military modes of transportation. Monitors air carrier facilities to ensure all mail tendered to carriers is moved per established schedules or agreements and coordinate flight line/warehouse access as required.
- 2.5. Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier while ensuring proper receipt and accountability in accordance with Private Express Statutes. Operates Official Mail Center (stateside and overseas) and prepares/distributes organizational mail to authorized users. Records/tracks daily unit mail expenditures and submits report to local resource advisor for reimbursement actions. Submits annual appropriated funds expenditure reports to their Command Official Mail Manager or via the automated military postal system at the end of each fiscal year. Performs contracting officer representative duties when operations within the Official Mail Center are contracted out.

**SPECIALTY QUALIFICATIONS:**

- 3.1. Knowledge. Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.
  - 3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in business, English composition, computer software, and keyboarding are desirable.
  - 3.3. Training. For award of AFSC 3F531, completion of Administration initial skills course is mandatory.
  - 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
    - 3.4.1. 3F551. Qualification in and possession of AFSC 3F531. Experience performing administrative functions such as office management, human resources, executive support, postal, official mail, other support, and completion of the Administration Journeyman Course.
    - 3.4.2. 3F571. Qualification in and possession of AFSC 3F551. Experience supervising, performing administrative functions and completion of the Administration Craftsman Course.
    - 3.4.3. 3F591. Qualification in and possession of AFSC 3F571. Experience managing and directing administrative functions.
  - 3.5. Other. The following are mandatory as indicated:
    - 3.5.1. See attachment 4 for additional entry requirements.
    - 3.5.2. For award and retention of this AFSC, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management.
    - 3.5.3. For award of this AFSC, must possess and maintain a valid state driver's license to operate government motor vehicle (GMV) in accordance with AFI 24-301, Ground Transportation.
- Air Force Reserve and Air National Guard NOTE:*** Retraining into the 3F5 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 3F5 Career Field Manager.

★**Air National Guard Specific NOTE:** Air National Guard members must have three years of previous administration experience as a 3F5XX in order to occupy the SMSgt/E-8 3F5 Base Functional Manager position. This requirement will not be considered for a waiver or exception to policy.

**Air Force Reserve Specific NOTE:** Only individuals who have obtained the 9-skill level in the 3F5 AFSC may be selected for 3F500 Key, Command, and Joint (KCJ) and 3F500 above-wing level positions in the Air Force Reserve.

★**Note for ARC Only:** Refer to the 3F Introduction section for FSS SEL position information.

## **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 AFECD 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.ngbpc.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](#).