

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

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #23-027**

**OPEN DATE: 14 MARCH 2023**

**EXPIRATION DATE: 13 APRIL 2023**

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

<b>Number of Positions:</b>	<b>1</b>
<b>Title:</b>	<b>Human Resources Specialist</b>
<b>Position Number:</b>	<b>0113167334</b>
<b>AFSC:</b>	<b>3F071</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>TSgt - MSgt</b>
<b>ASVAB Score Required:</b>	<b>Admin: 59</b>
<b>Security Clearance:</b>	<b>Secret</b>
<b>Unit/Duty Location:</b>	<b>187<sup>th</sup> Fighter Wing Montgomery, Al</b>

**Selecting Official: Lt Col LeeAnn Chavers**

**For more information about this position or the unit of assignment, please call: 334-394-7405**

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.

## **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**  
**MR. ASHLEY GRAHAM**  
[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\***

**Applicants that do not meet the minimum requirements will not be considered.**

**DUTIES AND RESPONSIBILITIES:**

The information below was taken for the AFECD, 31 October 2022  
([https://mypers.af.mil/app/answers/detail/a\\_id/7504/kw/afecd](https://mypers.af.mil/app/answers/detail/a_id/7504/kw/afecd)).

**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, 21 April 2023.**

**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.

#### Air National Guard membership and Compatibility Requirement

This vacancy announcement will be for an initial active duty tour of one (1) to six (6) years. Subsequent tours will be from one (1) to six (6) years. The selected applicant will be placed in Active Guard/Reserve (AGR) military status under Title 32, USC 502(f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. After an applicant is selected for this position incumbent will be assigned to AFSC **3F0X1** at the Force Support Squadron, 187<sup>th</sup> Fighter Wing, AI. If a selected applicant's grade is higher than the announced grade of the position (Enlisted only), the selected applicant may be required to request an administrative reduction to the announced grade of the position. The wearing of the Air Force uniform as prescribed in AFI 36-2903 is required for the incumbent of this position. Acceptance of the position constitutes concurrence with these requirements as conditions of employment. Military Grade Inversion is not authorized in the National Guard AGR Program.

#### Other Requirements

- Members selected for initial AGR positions must meet the medical standards as outlined in AFI 48-123 prior to assignment.
- A current PHA with associated documentation must be less than 12 months old. Applicants whose PHA is greater than 12 months old will require a current exam as appropriate.
- Member must also be current in all IMR requirements (i.e. dental, immunizations, etc.)
- Member must comply with standards outlined in AFI 36-2905, Fitness Program and ANGI 36-101, Air National Guard AGR program. To be eligible for entry into the AGR program, a passing score of 75 or better on the fitness test is required. Member must meet ALL eligibility criteria in ANGI 36-101.
- Enlisted member must not have been previously separated from active duty or a previous AGR tour for cause.
- Member must have sufficient retain ability to obtain 20 years of Active Federal Service for retirement purposes. A waiver request to this policy will be considered on a case by case basis.
- AGRs and their authorized dependents may be entitled to PCS benefits provided by law IAW the Joint Federal Travel Regulations (JTR)-PCS entitlements. Individuals entitled to PCS entitlements should not leave their HOR until PCS orders are provided.

**BONUS/INCENTIVE RECIPIENTS:** *If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the National Guard. **Contact your RETENTION OFFICE MANAGER.***