



# ALASKA NATIONAL GUARD

## ACTIVE GUARD RESERVE (AGR)

### Announcement Number: AKANG 21-XX



<b>POSITION TITLE:</b> 176th Wing CSS Enterprise Lead (Administration Superintendent)	<b>AFSC</b> 3F591	<b>OPEN DATE:</b> 23 Sep 2021	<b>CLOSE DATE:</b> 08 Oct 2021
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176th Wing, Joint Base-Elmendorf-Richardson, Alaska		<b>GRADE REQUIREMENT:</b> <b>Min:</b> E7 <b>Max:</b> E8	
<b>SELECTING SUPERVISOR:</b> Lt Col Matthew Kirby	<b>Position Number</b> 0885110	<b>* Contingent on Controlled Grade Availability</b>	

#### AREAS OF CONSIDERATION

On-board AK ANG AGR (Must Hold 3FX71 AFSC)  
 Alaska Air National Guard members (Must hold 3FX71 AFSC)

#### MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to:  
<https://www.my.af.mil> to review the AFECD

#### INITIAL ELIGIBILITY CRITERIA

- \*In addition to criteria listed on attached pages\*
- Security Clearance - Must be able to obtain: Secret
  - Aptitude Requirement: 55 Administrative
  - Strength requirement: Demonstrated ability to lift 70lbs
  - 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.

#### PREFERRED QUALIFICATIONS

In accordance with AKNGI 1320.14 (26 Jun 2020) & ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Resume
  2. Cover Letter
  3. Last three (3) EPRs
  4. Letters of Recommendation will be accepted
- Commander Support Staff experience
  - Supervisory experience

## ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.

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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in AKNGI 1320.14 (26 Jul 2020) & ANGI 36-101.

## SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment. Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

- In accordance with AKANG Enlisted Force Management Policy Letter 19-03 (3 December 2018), applicants for AGR positions must meet required amounts of Total Active Military Service (TAFMS) to fill enlisted positions:  
E-8 Must possess eleven (11) years or more of TAFMS (waivers apply)

## APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT full Records Review RIP from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS II or MyFSS ) or a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.

Use AGR Application Instructions from DMVA website (first line under Application)

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 21-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 21-XX

Email Application Package to: [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

\*\* Applications will be accepted through DoD SAFE if standard email procedures do not work\*\*

- DoD SAFE <https://safe.apps.mil/>

IF A PASSPHRASE IS CREATED, YOU MUST ENSURE TO INCLUDE THAT IN THE NOTE SECTION PRIOR TO SUBMISSION.

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 317-384-4467 or Commercial 907-428-6467 or DSN 317-384-4456 or Commercial 907-428-6456. Assistance will be rendered in the order the request was received.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection/non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by the HRO-AGR Manager.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

**CEM Code 3F500**  
**AFSC 3F591, Superintendent**  
**AFSC 3F571, Craftsman**  
**AFSC 3F551, Journeyman**  
**AFSC 3F531, Apprentice**  
**AFSC 3F511, Helper**

**ADMINISTRATION**  
**(Changed 30 Apr 20)**

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

**2. Duties and Responsibilities:**

2.1. Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Also 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.

2.2. Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, 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.

2.3. 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 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.

2.4. Overseas Postal Operations. Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and 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).

2.5. Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.

**3. 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 the 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*.

	3E3X1		47				K	3	3	3	2	2	3		
	3E4X1	2	47			28	J	3	3	3	2	2	3		
	3E4X3				38		J	3	3	3	2	2	3		
	3E5X1				49		G	3	3	3	2	2	3		
6-Jul-10	3E6X1				44		J	3	3	3	2	2	3		
30-Apr-20	3E7X1				57		N	1	1	1	2	2	1		X
31-Oct-19	3E8X1	2, 3	47		50		L	1	1	1	1	3	1		X
	3E9X1				62		H	2	2	2	2	2	1		X
31-Oct-20	3F0X1			59			G	3	3	3	2	3	3		
31 Oct 17	3F1X1				24		H	3	3	3	3	3	3		
30-Apr-18	3F2X1			62			G	3	3	3	3	3	3		
31 Oct 17	3F3X1				66		G	3	3	3	2	3	3		
31 Oct 17	3F4X1	1		41	44		G	3	3	3	3	3	1		
31-Oct-20	3F5X1			55			K	2	2	2	2	2	2		X
	3G0X1						G	1	1	1	3	2	1		
	3H0X1				72		G	3	3	3	2	3	3		X
31-Oct-20	3N0X6				72		J	2	2	2	2	1	1		X
	3N1X1X	1		21	24		G	3	2	1	2	3	1		
	3N2X1	1		21	24		G	3	2	1	2	3	1		
30-Apr-20	3N3X1	1		21	24		G	3	2	1	2	3	1		
31-Oct-18	3P0X1				30		K	2	2	2	1	2	1		X
	3P0X1A				33		K	2	2	2	1	2	1		X
16-Nov-09	3P0X1B		35				K	2	2	2	1	2	1		X
	4A0X1				44		G	3	3	3	2	3	3		
30-Apr-18	4A1X1			48			H	3	3	3	3	2	3		
	4A2X1	2	60			70	H	2	2	2	3	3	1		
1-Aug-12	4B0X1				49		L	3	3	3	3	2	3		
30-Apr-18	4C0X1			57			G	2	2	2	2	3	1		
	4D0X1				44		G	3	3	3	2	3	2		
30-Apr-18	4E0X1			48			H	3	3	3	2	2	2		
	4H0X1				44		G	3	3	3	3	3	3		
30-Apr-18	4J0X2			51			G	1	1	1	2	2	1		
30-Apr-18	4J0X2A			51			G	1	1	1	2	2	1		
30-Apr-18	4M0X1			48			G	1	1	1	1	2	1		
8-Jul-10	X4N0X1				50		K	1	1	1	1	2	1		
8-Jul-10	4N0X1				50		G	2	2	2	2	2	1		X
8-Jul-10	4N0X1B				50		G	2	2	2	2	2	1		
8-Jul-10	4N0X1C				50		G	2	2	2	2	2	1		
30-Apr-20	4N0X1D				50		G	2	2	2	2	2	1		
31-Oct-20	4N1X1				44		G	3	3	2	3	3	3		X
30-Apr-18	4N1X1B			50			G	3	3	2	3	3	3		
30-Apr-18	4N1X1C			50			G	3	3	2	3	3	3		
	4N1X1D				44		G	3	3	2	3	3	3		
30-Apr-18	4P0X1			48			H	2	2	2	2	2	1		
	4R0X1				44		G	3	3	3	2	3	3		
	4R0X1A				44		G	3	3	3	2	3	3		
	4R0X1B				44		H	3	3	3	2	3	3		
	4R0X1C				44		H	3	3	3	2	3	3		
	4T0X1				62		G	3	3	3	3	3	3		
	4T0X2				44		G	3	3	3	3	3	3		
30-Apr-18	4V0X1			57			G	3	3	3	2	2	3		X