



ALASKA NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: AKANG 25-043

POSITION TITLE: Commander Support Staff	AFSC 3F571	OPEN DATE: 20 Dec 2024	CLOSE DATE: 19 Jan 2025
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UNIT OF ACTIVITY/DUTY LOCATION: 168th Mission Support Group, Eielson Air Force Base, Alaska	GRADE REQUIREMENT: Min: E-5 Max: E-6
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SELECTING SUPERVISOR: MSgt Jared Webber	Position Number 1097184
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AREAS OF CONSIDERATION

On-board AK ANG AGR (Any AFSC)
Alaska Air National Guard members (Any AFSC)
Nationwide military members eligible for membership in the AKANG (Must hold 3F5X1 or 3F0X1 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: Admin 55
- PULHES: 2 2 2 2 2 2
- Strength requirement: Demonstrated ability to lift 70 lbs

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) EPBs/EPRs
4. (Optional) At least 1 Letter of Recommendation

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 24 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

- Selection into [E8 / E9 / O4 / O5] positions is contingent on availability/state allocation of controlled grades.
- Selection into higher graded positions IS NOT a promise of promotion
- 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

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.

APPLICATION PACKAGE:

1. SIGNED NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.Alaska.gov/ang-employment/>)
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 MyFSS/ MyFitness (must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (Adobe Portfolio is not recommended. Signatures may be stripped once they are saved. Consider printing signed documents to PDF prior to combining files).

PDF File Name should be: Position Announcement Number, Last name, First name, Grade

- Example: ANG 24-XXX Doe, Jane E1

Email Subject should be: Announcement Number

- Example: ANG 24-XXX

Email Application Package to: ng.ak.akarng.mbx.hro-agr@ARMY.mil

DoD SAFE SUBMISSIONS:

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, email it separately to ng.ak.akarng.mbx.hro-agr@ARMY.mil

- 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.

MS.CHOUA THAO:

Commercial 907-428-6467

DSN 317-384-4467

choua.thao4.civ@ARMY.mil

MSGT MONICA SWINT:

Commercial 907-428-6247

DSN 317-384-4247

monica.b.swint.mil@ARMY.mil

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 31 Oct 24)

1. **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

2. 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.

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 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.

Changed / Effective Date	AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE						OTHER	
			M	A	G	E	X	P	U	L	H	E	S	M	N
30-Apr-24	3F1X1				30		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
30-Apr-23	3G0X1						G	2	2	2	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
30-Apr-23	3N1X1X	1		21	24		F	3	3	3	2	3	2		
30-Apr-23	3N2X1	1		21	24		F	3	3	3	2	3	2		
30-Apr-23	3N3X1	1		21	24		F	3	3	3	2	3	2		
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		
31-Oct-24	4C0X1			43			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		
30-Apr-22	4H0X1				50		G	3	3	3	3	3	3		
30-Apr-23	4J0X2			60			G	1	1	1	2	2	1		
30-Apr-23	4J0X2A			60			G	1	1	1	2	2	1		
8-Jul-10	X4N0X1				50		K	1	1	1	1	2	1		
8-Jul-10	4N0X1				55		G	2	2	2	2	2	1	X	
30-Apr-23	4N0X1B				44		G	2	2	2	2	2	1		
30-Apr-23	4N0X1C				44		G	2	2	2	2	2	1		
30-Apr-20	4N0X1D				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1F				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1G				50		G	2	2	2	2	2	1		
31-Oct-23	4N0X1H				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		
31-Oct-21	4P0X1			40			H	2	2	2	2	2	1		
31-Oct-22	4R0X1				50		G	3	3	3	2	3	3		
31-Oct-22	4R0X1A				50		G	3	3	3	2	3	3		
31-Oct-22	4R0X1B				50		H	3	3	3	2	3	3		
31-Oct-22	4R0X1C				50		H	3	3	3	2	3	3		

Table Notes	
Note	Explanation
1	Dual aptitude (or)
2	Dual aptitude (and)
3	See entry specialty description for physical requirements
4	See Standard or Cyber-Test Based Alternate Aptitude Cutoff Table

Strength	Demonstrated by Weight
E	Unknown
F	less than 40 lbs
G	40 lbs
H	50 lbs
J	60 lbs
K	70 lbs
L	80 lbs
M	90 lbs
N	100 lbs
P	110 lbs

OTHER Codes	
Column M	AFSCs/SFSCs authorized for use without shredouts.
Column N	AFSCs/SFSCs not open to non-United States Citizens. AFSCs /SFSCs identified are open to United States nationals.

Standard, Cyber-Test, or EDPT		
AFSC/SFSC	Minimum MAGE or Alternate Minimum	
1B4X1	Must obtain a minimum EDPT score of 70	
1D7X1A	M45 and E:60 OR M:45, E:55 and Cyber-Test*:60	
1D7X1B		
1D7X1D		
1D7X1E		
1D7X1K		
1D7X1R		
★1D7X2F		
★1D7X3C		
1D7X1Z		M:45, E:60 and EDPT:57; OR M:55, E:55, Cyber-Test*: 60 and EDPT:57
★1N0X1		Must obtain minimum score of 26 on Predictive Success Model (PSM) and G:53 OR standalone of G:55
1N1X1A	Must obtain minimum score of 48 on Predictive Success Model and G: 50	
1N2X1C	A:68 or A:64 and Cyber-Test*60; OR G: 67 or G:63 and Cyber-Test* 60	
1N3X1X	Must Obtain minimum score of 62 on Predictive Success Model (PSM)	
1N4X1A	G:62; or G: 57 and Cyber-Test* 60	
1N7X1	Must obtain minimum score of 44 on Predictive Success Model (PSM) and G: 62 or G: 65	
★1N8X1	Must obtain minimum score of 63 on Predictive Success Model (PSM) OR G: 67	
★5C0X1	Must obtain minimum score of 47 on Predictive Success Model (PSM)	
5C0X1D	E:60 or E:55 and Cyber Test 60 / G:64 required	
	G:64 or G:54 and Cyber Test 60 / E:60 required	
	EDPT: 70 required	
★5I0X1	Must obtain minimum score of 36 on Predictive Success Model (PSM)	
★5I2X1	Must obtain minimum score of 57 on Predictive Success Model (PSM)	
★5S0X1	Must obtain minimum score of 36 on Predictive Success Model (PSM)	

NOTE: * Cyber-Test for Non-Prior Service only