



ALASKA NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: AKANG 25-133

POSITION TITLE: Commander	AFSC 38F3	OPEN DATE: 10 Jul 2025	CLOSE DATE: 09 Aug 2025
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UNIT OF ACTIVITY/DUTY LOCATION: 176th Force Support Squadron, Joint Base Elmendorf Richardson, Alaska	GRADE REQUIREMENT: Min: O4 Max: O5
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SELECTING SUPERVISOR: Col Matthew Kirby	Position Number 707684	* Contingent on Controlled Grade Availability
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AREAS OF CONSIDERATION

On-board AK ANG AGR (Any AFSC)
Alaska Air National Guard members (Any AFSC)
Alaska Army National Guard members (Must Hold Advertised MOS)
Nationwide military members eligible for membership in the AKANG (Must Hold advertised AFSC or Equivalent)

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 AFOCD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Secret

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) OPBs
4. At least __1__ Letter(s) of Recommendation
5. Personnel Knowledge/Experience (preferred)
6. Leadership/Management (preferred)
7. Communication Skills (preferred)

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 UFP. 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 25-XXX Doe, Jane E1
- Email Subject should be: Announcement Number
- Example: ANG 25-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 of the selection 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, sex, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have sex restrictions.

AFSC 38F4, Staff
 AFSC 38F3, Qualified
 AFSC 38F1, Entry

FORCE SUPPORT

(Changed 30 Apr 23)

1. **Specialty Summary.** Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

2. Duties and Responsibilities:

- 2.1. Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.
- 2.2. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.
- 2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.
- 2.4. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.
- 2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.
- 2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.
- 2.7. Oversee and conduct strategic sourcing studies.
- 2.8. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.
- 2.9. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.
- 2.10. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, and NAF resale operations for both peace and wartime operations.
- 2.11. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.
- 2.12. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.
- 2.13. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.
- 2.14. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.
- 2.15. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

3. Specialty Qualifications:

- 3.1. **Knowledge.** Knowledge of the following core responsibilities are mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Workforce Analytics, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Resource Management, Mortuary Affairs, Casualty, and Quality of Service Programs.
- 3.2. **Education.** For entry education requirements see Appendix A, [38F CIP Education Matrix](#).
- 3.3. **Training.** For award of AFSC 38F3, completion of the Initial Force Support Officer Course (IFSOC) is mandatory for Company Grade Officers. A waiver from the CFM is required if any portion of IFSOC is not completed. In addition, an officer must also complete Follow-On Unit Training (FOUT) in myTraining as outlined by the Career Field Education and Training Plan (CFETP) within 24 months (96 IDT periods for Air Reserve Components) after graduating IFSOC for CGOs or the Basis and Intermediate Force Support Competency Courses for FGOs. All requirements must be certified by the FSS commander or senior career field leader assigned to the organization. A waiver from the CFM is required if the FOUT or other tasks cannot be completed within the 24-month period. Air Reserve Component (ARC) personnel will coordinate waivers with their component CFM and the RegAF CFM.
- 3.4. **Experience.** For award of AFSC 38F3, a minimum of 24 months of experience is mandatory for Company Grade Officers and 12 months for Field Grade Officer crossflows.
- 3.5. **Other.** Not used.

4. *Specialty Shredouts:***Suffix*** ***Portion of AFS to Which Related***

A	Analyst
Q	Section Commander

NOTE: Suffice Q applicable to 1 and 3-skill levels only.