ALASKA NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
Announcement Number: AKANG 25-041

POSITION TITLE: Commander Support Staff	AFSC 3F071	OPEN DATE: 17 Dec 2024	CLOSE DATE: 16 Jan 2025

UNIT OF ACTIVITY/DUTY LOCATION: 168th Force Support Flight, Eielson Air Force Base, Alaska	GRADE REQUIREMENT: Min: E-4 Max: E-6

SELECTING SUPERVISOR: MSgt Massengill, Christopher	Position Number 879290	

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 (Open to Any 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 AFECD or AFOCD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: Admin 59
- PULHES: 3 3 3 2 3 3
- Strength requirement: Demonstrated ability to lift 40 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. At least 1 Letter(s) 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 "PREFERED 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: MSGT MONICA SWINT:
Commercial 907-428-6467   Commercial 907-428-6247
DSN 317-384-4467   DSN 317-384-4247
choua.thao4.civ@ARMY.mil   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 3F000
AFSC 3F091, Superintendent
AFSC 3F071, Craftsman
AFSC 3F051, Journeyman
AFSC 3F031, Apprentice
AFSC 3F011, Helper

PERSONNEL

(Changed 31 Oct 24)

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.

3.4.3.   ★3F091. Qualification in and possession of AFSC 3F091. Also, experience managing and operating Personnel programs such as assignments, classifications, promotions, evaluations, readiness, retentions, adverse actions, and casualty operations.

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.

★ **Notes: AFR specific requirements:** Retraining into the 3F0 Career Field is limited to E-6 and below for the Air Force Reserve. Only individuals who have obtained the 9-skill level in the 3F0 AFSC may be selected for 3F000 Key, Command, and Joint (KCJ) and 3F000 above-wing level positions in the Air Force Reserve. The 9-skill level must have been earned prior to placement in the 3F000 position.

★**ANG specific requirements:** Retraining into the 3F0 Career Field is limited to E-7 and below. See the ANG Waiver Classification Guide for more details on retraining. A 3F091 must have been earned prior to selection/placement in a 3F000 duty position.

★**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
31-Oct-23	2F0X1	1	52			61	K	1	1	1	1	2	1		X
	2G0X1			56			G	3	3	3	2	3	3		X
30-Apr-22	2M0X1	2	55			50	J	2	2	2	1	1	1	X	X
30-Apr-22	2M0X1A	2	55			50	J	2	2	2	1	1	1		X
31-Oct-19	2M0X1B	2	55			50	G	2	2	2	1	1	1		X
30-Apr-22	2M0X2		47				J	2	2	2	1	1	1		X
30-Apr-22	2M0X3					70	J	2	2	2	1	1	1		X
30-Apr-23	2P0X1					70	H	3	3	3	2	3	2		
31-Oct-23	2R2X1				55		H	3	3	3	2	3	3		X
	2S0X1	1		41	44		J	3	3	3	3	3	3		
	2T0X1			35			K	3	3	3	2	2	3		
	2T1X1		40				H	3	3	3	1	2	3		
31-Oct-22	2T2X1			35			J	3	3	3	1	2	3		
	2T3X1		47				J	3	3	3	2	3	3		
31-Oct-15	2T3X1A		40				G	3	3	3	2	3	3		
31-Oct-15	2T3X1C		40				G	3	3	3	2	3	3		
	2T3X7			41			G	3	3	3	2	3	3		
31-Oct-24	2W0X1					50	J	3	3	3	2	3	1		X
	2W1X1C	1	60			45	K	3	3	3	1	3	1		X
	2W1X1E	1	60			45	K	3	3	3	1	3	1		X
	2W1X1F	1	60			45	K	3	3	3	1	3	1		X
	2W1X1J	1	60			45	K	3	3	3	1	3	1		X
	2W1X1K	1	60			45	K	3	3	3	1	3	1		X
	2W1X1L	1	60			45	K	3	3	3	1	3	1		X
	2W1X1N	1	60			45	K	3	3	3	1	3	1		X
	2W1X1Q	1	60			45	K	3	3	3	1	3	1		X
	2W1X1Z	1	60			45	K	3	3	3	1	3	1		X
	2W2X1		60				G	3	3	3	2	3	1		X
30-Apr-20	3E0X1	2	43			45	M	1	1	1	2	2	1		
	3E0X2	2	56			40	K	3	3	3	2	2	3		
30-Apr-20	3E1X1	1	55			45	M	3	3	3	2	2	3		
	3E2X1		40				N	2	2	2	2	2	1		
	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
30-Apr-22	3E8X1	2, 3					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		

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	
1D7X1B	
1D7X1D	M45 and E:60 OR M:45, E:55 and Cyber-Test*:60
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
5C0X1D	G:64 or G:54 and Cyber Test 60 / E:60 required
5C0X1D	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