



ALASKA NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: AKANG 26-124

POSITION TITLE: Human Resources Administration	AFSC 3F071	OPEN DATE: 24 Jul 2026	CLOSE DATE: 08 Aug 2026
--	----------------------	----------------------------------	-----------------------------------

UNIT OF ACTIVITY/DUTY LOCATION: 176th Force Support Flight, Joint Base Elmendorf Richardson, Alaska	GRADE REQUIREMENT: Min: E4 Max: E6
---	--

SELECTING SUPERVISOR: MSgt Calvin Jaynes	Position Number 888123
--	----------------------------------

AREAS OF CONSIDERATION

On-board AK ANG AGR (Must hold **3FXXX** AFSC)
Alaska Air National Guard members (Must hold **3FXXX** 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 59
- Strength Requirement: Demonstrated ability to lift 40 lbs
- PULHES: 233222

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
4. At least 1 Letter(s) of Recommendation

CEM Code 3F000
 AFSC 3F091, Superintendent
 AFSC 3F071, Craftsman
 AFSC 3F051, Journeyman
 AFSC 3F031, Apprentice
 AFSC 3F011, Helper

★HUMAN RESOURCES AND ADMINISTRATION (Changed 31 Oct 25)

1. ★**Specialty Summary.** Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensures mission readiness, personnel accountability, and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Advises commanders and Airmen on career progression, benefits, entitlements, and personnel readiness. Administers assignments, promotions, separations, retention programs, casualty operations, workforce planning, personnel data systems, and compliance inspections. Oversees executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution. Manages military postal operations, ensuring secure and timely processing of official and personal mail in accordance with DAF, United States Postal Service (USPS), and federal regulations. By integrating these diverse functions, HRA professionals enhance strategic personnel management, strengthen organizational cohesion, and contribute directly to the operational success of the Air Force.
 Related DoD Occupational Subgroup: 151000, 153100, and 155400.

2. ★**Duties and Responsibilities:**

- 2.1. ★ **Personnel Programs.** Manages military human resource programs and provides guidance to commanders and Airmen on DAF personnel policies. Directs assignments, promotions, separations, retirements, classification, awards, decorations, retraining, casualty reporting, personnel reliability, and readiness programs. Determines program eligibility, counsels Airmen on reenlistment opportunities, benefits, and entitlements, and implements force management tools such as boards, selective reenlistment, and bonus programs. Supplies leadership with detailed personnel reports and statistical analyses to inform strategic decision-making.
- 2.2. ★ **Personnel Data Management and Analysis.** Ensures personnel data integrity through systematic auditing, analysis, and discrepancy resolution for both deployed and in-garrison personnel. Develops, interprets, and reviews management assessment products and transaction registers to maintain compliance and accuracy. Conducts routine crosschecks between personnel systems and source documents, identifying and correcting inconsistencies. Compiles, organizes, and submits management data and reports to facilitate personnel decision-making while tracking key metrics to enhance readiness and operational efficiency.
- 2.3. ★ **Personnel Actions and Accountability.** Handles personnel processing and accountability, ensuring precise tracking of DAF personnel across garrison and deployed locations. Executes in- and out-processing, duty status reporting, and personnel movement tracking, including leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Maintains personnel readiness by ensuring timely updates to duty status and personnel records.
- 2.4. ★ **Compliance, Inspection, and Counseling.** Conducts inspections to verify compliance with DAF personnel policies and directives. Identifies discrepancies, recommends corrective actions, and monitors personnel processing for timeliness, propriety, and accuracy. Provides counseling and advisory support to Airmen on personnel programs, benefits, entitlements, and career progression, assisting them in navigating administrative processes.
- 2.5. ★ **Commander Support Staff (CSS).** Manages organizational personnel and manpower programs, ensuring accuracy in database systems and coordinating personnel actions between units and military personnel organizations. Administers administrative functions, including evaluations, decorations, recognition programs, fitness tracking, and in-/out-processing. Maintains personnel records, duty status changes, and suspense systems for personnel actions and correspondence. Oversees leave web programs and assists Airmen with web-based personnel applications. Prepares and processes disciplinary actions, including Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions in support of command personnel management.
- 2.6. ★ **Personnel Support for Contingency Operations (PERSCO).** Executes PERSCO functions, maintaining personnel accountability for deployed forces and ensuring accurate reporting to combatant commanders. Conducts casualty reporting for missing, deceased, ill, or injured personnel while coordinating inbound and outbound operations for deployed locations. Provides critical personnel support, including virtual record updates, emergency leave processing, and promotion actions. Acts as a vital link between deployed personnel and home stations, ensuring operational continuity and personnel readiness in contingency and wartime environments.
- 2.7. ★ **Administrative Support.** Provides executive administrative support to General Officers, Senior Executive Service civilians, and military leaders, ensuring seamless coordination of travel, lodging, itineraries, and official functions. Assists commanders in executing official events, including recognition ceremonies and Distinguished Visitor (DV) engagements, by managing logistics, venues, mementos, and guest lists. Leads executive correspondence management, facilitates meetings, and administers organizational communications, including document preparation, distribution, workflow management, and electronic mail organization. Carries out administrative duties such as calendar management, meeting coordination, and customer service while ensuring compliance with communication standards and formatting requirements.
- 2.8. ★ **Postal and Official Mail Operations.** Directs and supervises postal operations, ensuring secure handling, processing, and distribution of official correspondence in accordance with United States Postal Service (USPS) and military postal regulations. Manages Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA) to facilitate efficient mail processing and

delivery for authorized users. Administers postal financial services, including postage sales and money orders, while maintaining accountability through accurate records and reporting. Coordinates mail transportation logistics, resolves distribution issues, and monitors air carrier facilities to ensure timely delivery via military and commercial carriers. Handles official mail functions, including receipt, distribution, expenditure tracking, and compliance with Private Express Statutes. Manages contracting officer representative duties for outsourced operations, ensuring regulatory compliance and effective communication within the organization.

3. ★**Specialty Qualifications:**

3.1. ★**Knowledge.** Mandatory knowledge includes personnel policies, procedures, and principles of personnel management, covering assignment, promotion, customer service, quality force initiatives, personnel readiness, deployment/mobilization procedures, and PERSCO operations. Proficiency in interviewing and counseling techniques, administrative communications, correspondence management, and general office operations is required. Understanding organizational structure and its relationship to mission execution is essential, along with familiarity with policies, programs, and procedures governing benefits for military personnel, retirees, and family members. Knowledge of Personnel Data System (PDS) capabilities, occupational survey procedures, and benefit programs is critical. Additionally, expertise in office management policies, technologies, and procedures is required, including administrative support for personnel and manpower programs, executive support responsibilities, and postal and official mail operations.

3.2. ★**Education.** Completion of high school or a General Educational Development (GED) equivalency is required for entry into this specialty. Coursework in business, English composition, public speaking, Microsoft Office applications, and keyboarding is highly desired.

3.3. ★**Training.** Members must complete training requirements for the core AFSC and applicable shred-specific requirements, as needed, progressively, as each skill level builds upon the prior level. The following training is mandatory for the award of the AFSC indicated in addition to the successful completion of applicable Career Development Course (CDC) requirements and core tasks listed in the Career Field Education and Training Plan (CFETP):

3.3.1. ★**Entry-Level Training.** Successful completion of the HRA initial skills course is mandatory for the award of AFSC 3F031.

3.3.2. ★**Core Training Requirements.** The following training is required for specific AFSC skill levels:

3.3.2.1. ★**3F051:** Completion of DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office (Beginner Level), DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office (Intermediate Level), and Microsoft Office Specialist: Associate (Office 2019).

3.3.2.2. ★**3F071:** Completion of all 3F051 and DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office Specialist: Expert (Office 2019).

3.4. ★**Experience.** The following experience is mandatory for award of the AFSC skill-level indicated in addition to successful completion of applicable task requirements listed in the CFETP:

3.4.1. ★**Core Experience Requirements.** Experience requirements for the AFSC skill-level include successful completion of applicable training and task requirements:

3.4.1.1. ★**3F051.** Qualification in and possession of AFSC 3F031 with completion of all 3F051 core tasks.

3.4.1.2. ★**3F071.** Qualification in and possession of AFSC 3F051 with completion of all 3F071 core tasks. Experience supervising and performing HRA functions.

3.4.1.3. ★**3F091.** Qualification in and possession of AFSC 3F071. Experience managing and directing HRA functions and programs.

3.5. **Other.** The following are mandatory as indicated:

3.5.1. ★**Entry Requirements.** For entry into this specialty, see Attachment 4 for additional requirements.

3.5.2. ★**AFSC Award and Retention Requirements.** Personnel must maintain local network access in accordance with AFI 17-130, Cybersecurity Program Management.

Notes:

★ **AFR specific requirements:** Retraining into the 3F0 Career Field is limited to E-6 and below for the Air Force Reserve. **ARC Only:** Refer to the 3F Introduction section for FSS SEL position information.

★ **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.

Changed / Effective Date	AFSC	Note(s)	APTITUDE					PHYSICAL PROFILE						OTHER	
			M	A	G	E	X	P	U	L	H	E	S	M	N
	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-25	3F0X1			59			G	2	3	3	2	2	2	X	X
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		
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
31-Oct-25	3P0X1A				30		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-25	4N1X1B				44		G	3	3	2	3	3	3		
30-Apr-25	4N1X1C				44		G	3	3	2	3	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
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
1A8X1	Must Obtain minimum score of 62 on Predictive Success Model (PSM)
1B4X1	Must obtain a minimum EDPT score of 70
1D7X1	E:60 OR E:55 and Cyber-Test*:60
1D7X1A	E:60 OR E:55 and Cyber-Test*:60
1D7X1B	E:60 OR E:55 and Cyber-Test*:60
1D7X2F	M45 and E:60 OR M:45, E:55 and Cyber-Test*:60
1D7X2R	M45 and E:60 OR M:45, E:55 and Cyber-Test*:60
1D7X3	M45 and E:60 OR M:45, E:55 and Cyber-Test*:60
1D7X4	Standard, Cyber-Test, or EDPT: M:45, E:60 and EDPT:57; OR M:55, Cyber-Test*:60 and EDPT:57
1D7X4D	E:60 OR E:55 and Cyber-Test*:60
1D7X4P	E:60 and EDPT:57; OR E:55, Cyber-Test*: 60 and EDPT:57
1D7X5	E:60 OR E:55 and Cyber-Test*:60
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
4P0X1	Must obtain minimum score of 34 on Predictive Success Model (PSM). MAGE requirement may be used if valid PSM scores cannot be calculated due to unavailability of TAPAS scores.
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