

CUI
NORTH DAKOTA AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
POSITION VACANCY ANNOUNCEMENT

Human Resource Office
North Dakota Army National Guard
P.O. Box 5511
Bismarck, ND 58506-5511

119th Wing/HR Office
North Dakota Air National Guard
1400 32nd Ave North
Fargo, ND 58102-1051

Announcement Number: ANG 26-54

Type: Permanent **Temporary**

Position Title: Human Resources and
Administration

Location: 119th Wing, MSG, Fargo ND

Rank: TSgt

Open Date: 11 May 2026

Position Number: 1042710

Close Date: 12 June 2026

Selecting Official: SMSgt David Blais, Human Resources and Administration Flight Chief

Area of Consideration:

Current enlisted members of the NDANG

Other Qualifications:

- ✓ Applicants must be minimum rank of SSgt
- ✓ Applicants must hold a 5 or 7 skill level for 3FOX1

Compatibility: 3FOX1

~Applicants must currently possess or have previously held the compatible AFSC to be considered for this position (AFSC in Current Duty Information on RIP).

****REFER TO DAFECD/DAFOCD FOR SPECIFIC MANDATORY AFSC REQUIREMENTS****

****APPLICANTS WITH A 92/9T PAFSC WILL NOT BE ACCEPTED****

How to Apply:

Some announcements may require additional documents (e.g., resume, cover letter, certificates, EPBs). Always review each announcement carefully.

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Required Documents:

- Report of Individual Person (RIP) from vMPF
- NGB Form 34-1
- Fitness Report

How to Submit an AGR Application

1. Click here for detailed application instructions: ([How to Apply](#))
2. Go to the AGR SharePoint page and click 'View Open Positions'.
3. Review the job announcement carefully for all requirements.
4. Click 'Submit Application' and upload your combined PDF. ([Submit Application](#))
5. Verify your email is correct—this is how you will be contacted

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.

DUTIES AND RESPONSIBILITIES:

-This position will be assigned to the Mission Support Group CSS. All CCS positions will participate in the HRA rotational plan, offering unique opportunities for professional growth and diverse mission experience.

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- Personnel Programs. Manages military human resource programs and provides guidance to commanders and Airman 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.
- 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.
- 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.
- 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.
- 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,

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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.

- 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.

- 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.

- 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,

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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.

SPECIALTY QUALIFICATIONS:

Refer to DAFECD/DAFOCD for specialty qualifications, entry requirements, required training and further duties and responsibilities.

CONDITIONS OF EMPLOYMENT: The initial AGR tour is contingent upon selectee meeting all required standards to include fitness, medical review, security clearance, etc. AGR Members entering full time military duty must be medically qualified IAW DAFMAN 48-123 and the medical standards directory. Individuals must have current physical and dental examination within 12 months prior to entry date, HIV test within the last 6 months. AGR accessions are medically approved by the ND State Air Surgeon (SAS); those on WWD Waiver consideration must be approved by NGB/SGPA office. Bonus/Incentive recipients: If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. This vacancy announcement will be for an initial active-duty tour of 6 years OR less. Subsequent tours will be six (6) years or less. Extensions beyond the initial tour will be based on information in ANGI 36-101 and current force management procedures. The selected applicant will be placed in Active Guard/Reserve (AGR) military duty status under Title 32 USC Section 502 (f). The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods. The wearing of the appropriate military uniform, prescribed in pertinent regulations is required for the incumbent of this position.

Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

EQUAL OPPORTUNITY: The ND National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age,

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national origin, sex, political affiliation, membership or non-membership in employee organization or any other non-merit factor.