



# 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**

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

**Announcement Number:** ANG 22-11

**Application accepted from:** 20 December 2021

**Closes date:** 10 January 2022

**Position Title & Grade:** Personnel Craftsman, TSgt

**Position No:** 968177

**Location of Position:** 119 OG, Fargo, ND

**Security Clearance:** Secret

**Earliest Fill Date:** 01 April 2022

**Interviewing Supervisor:** Col Ryan D. Ayers, 119 OG Commander

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<b>Appointment Factors:</b>	AGR	ENLISTED	PERMANENT	SUPERVISORY
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## **Area of Consideration:**

Current Enlisted Members of the NDANG

**\*Must have previously held a 3F0X1/3F5X1 AFSC to be considered for this position\***

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**Compatibility:** 3F0X1

**INDIVIDUAL DOES NOT NEED TO BE CURRENTLY ASSIGNED TO THIS CAREER FIELD TO BE CONSIDERED FOR THIS POSITION. COMPATIBILITY REQUIREMENTS MUST BE MET OR A SPECIFIC PLAN WILL BE DEVELOPED UPON SELECTION.**

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## **BRIEF DESCRIPTION OF DUTIES:**

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.

## **DUTIES AND RESPONSIBILITIES:**

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.

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### Announcement

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.

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.

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.

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.

#### **SPECIALIZED EXPERIENCE:**

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.

Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory.

Experience. The following experience is mandatory for award of the AFSC indicated  
3F051. Qualification in and possession of AFSC 3F031 and completion of all core tasks.  
3F071. Qualification in and possession of AFSC 3F051 and completion of all core tasks.

**AGR MEMBERS ENTERING ON FULL TIME MILITARY DUTY (ORDERS WHICH ARE 3 OR MORE YEARS) MUST BE MEDICALLY QUALIFIED IAW AFI 48-123 & THE NTHE MEDICAL STANDARDS DIRECTORY. INDIVIDUALS MUST HAVE A CURRENT PHYSICAL AND DENTAL EXAMINATION WITHIN TWELVE (12) MONTHS PRIOR TO ENTRY DATE, HIV TEST WITHIN THE LAST SIX (6) MONTHS, AND CARDIAC RISK INDEX ASSESSMENT FOR PERSONNEL AGE 40 OR OLDER. AGR ACCESSIONS ARE MEDICALLY APPROVED BY THE NORTH DAKOTA STATE AIR SURGEON; THOSE MEMBERS ON WWD WAIVER CONSIDERATION MUST BE APPROVED BY THE NGB/SGPA OFFICE.**

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## **HOW TO APPLY:**

**FAILURE TO PROVIDE REQUIRED DOCUMENTS/ STATEMENTS WILL RESULT IN DISQUALIFICATION. (Required documents are listed below a., b., and c.)**

- a. NGB Form 34-1, Application For Active Guard/Reserve (AGR) Position: completed & **signed**
- b. Report of Individual Person (RIP) from vMPF
- c. Fitness Report within the *past 12 months*, this can be retrieved from the MyFitness site
- d. Additional/Optional Documentation, you **may** attach any additional/**optional** documentation you feel is necessary or that will enhance your possibilities for selection (examples DD Form 214, certificates, diplomas, letters of recommendation, etc).

Applications must be submitted to the Human Resource Office (HRO) email inbox NO LATER THAN midnight on the closing date. HR commercial telephone: BISMARCK (701) 333-3298 or FARGO (701) 451-2267. Applications must be submitted via email to USAF ND 119 WG Mailbox HRO at address: [119.WG.HRO.ORG@US.AF.MIL](mailto:119.WG.HRO.ORG@US.AF.MIL)

## **CONDITIONS OF EMPLOYMENT:**

- a. 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
- b. Initial AGR tour is contingent upon selectee meeting all medical standards as outlined in AFI 48-123 and medical standards directory. An HIV blood draw needs to be within last 6 months of initial AGR tour start date
- c. 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
- d. The selected applicant will be placed in Active Guard/Reserve (AGR) military duty status under Title 32 USC Section 502 (f)
- e. The incumbent will participate with the unit of assignment during unit training assemblies and annual training periods
- f. The wearing of the appropriate military uniform, prescribed in pertinent regulations is required for the incumbent of this position
- g. Acceptance of the position constitutes concurrence with these requirements as conditions of employment

## **EQUAL OPPORTUNITY:**

The North Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, color, religion, age, national origin, sex, political affiliation, membership or non-membership in employee organization or any other non-merit factor.

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