



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 22-12

Application accepted from: 20 December 2021 **Closes date:** 10 January 2022

Position Title & Grade: Administration Craftsman, MSgt

Position Number: 968096

Location of Position: 119 OG, Fargo, ND

Security Clearance: Secret

Earliest Fill Date: ASAP

Selecting Official: Colonel Ryan D. Ayers, Commander

Appointment Factors:	AGR	ENLISTED	PERMANENT	SUPERVISORY
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Area of Consideration: Current Enlisted Members of the NDANG

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

Compatibility: 3F5X1

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.

BRIEF DESCRIPTION OF DUTIES:

Provides administrative support to Air Force, joint, and DoD organizations. Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support, postal, official mail, and a variety of other services and duties.

DUTIES AND RESPONSIBILITIES:

Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management.

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Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format. Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations. Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists. Overseas Postal Operations. Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.

SPECIALTY QUALIFICATIONS:

Knowledge. Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in business, English composition, computer software, and keyboarding are desirable. Training. For award of AFSC 3F531, completion of Administration initial skills course is mandatory. Experience. The following experience is mandatory for award of the AFSC indicated: 3F551. Qualification in and possession of AFSC 3F531. Experience performing administrative functions such as office management, human resources, executive support, postal, official mail, other support, and the completion of the Administration Journeyman Course. 3F571. Qualification in and possession of AFSC 3F551. Experience supervising, performing administrative functions and completion of the Administration Craftsman Course. 3F591. Qualification in and possession of AFSC 3F571. Experience managing and directing administrative functions. Other. The following are mandatory as indicated: See attachment 4 for additional entry requirements. For award and retention of this AFSC, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management. For award of this AFSC, must possess and maintain a valid state driver's license to operate government motor vehicle (GMV) in accordance with AFI 24-301, Ground Transportation.

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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.

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

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

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- 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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