



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 24-27**

Permanent Temporary

Open Date: 29 March 2024

Close Date: 24 April 2024

Earliest Fill Date: 01 July 2024

Position Number(s): 849118

Location: 219 SFS, Minot, ND

Position Title, Grade: Personnel, TSgt

Selecting Official: MSgt Edward Keller, Support Superintendent

Area of Consideration: Current enlisted members of the NDANG

Compatibility: 3F0X1

****RETRAINING OPPORTUNITY** A:59**

APPLICANT 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.

****REFER TO AFCD/AFOCD FOR SPECIFIC MANDATORY AFSC REQUIREMENTS****

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

How to Apply: If your application does not contain, at a minimum, the required documents from the correct sites, your application will not be accepted. Instructions on how to obtain these documents can be found in the AGR Vacancy Folder on SharePoint. **Required documents are listed below (a, b, & c).**

- NGB Form 34-1, Application For Active Guard/Reserve (AGR) Position:** completed & signed
- Report of Individual Person (RIP)** from vMPF
- MyFitness Individual Fitness Tracker** from myFITNESS within the past 12 months
- Additional Documentation that you feel is necessary to enhance your possibility for selection (examples: certificates, diplomas, letters of recommendation, etc.)

It is recommended that you combine your application into a single PDF with your name and announcement number as your title. It is also HIGHLY encouraged that you produce new documents with each application.

Applications must be submitted to the Human Resource Office (HRO) email inbox NO LATER THAN midnight on the closing date: 119.WG.HRO.ORG@US.AF.MIL (email is the only acceptable form of receiving the application). Ensure your application is submitted with pdf or word attachments so HR can open and review. Applications **WILL NOT** be reviewed/screened until the vacancy has closed. Applicant must meet all Areas of Consideration(s) at the time of submission, or they will be disqualified.

If you have questions, concerns, or issues, you may contact the **Air AGR Manager at 701-451-2662.**

Promotion to a Controlled Grade (E8/E9/O4/O5/O6) is dependent on Controlled Grade Availability

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.

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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. 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. 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.

SPECIALTY QUALIFICATIONS:

Refer to AFECD/AFOCD for specialty qualifications, entry requirements, required training and further duties and responsibilities. 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. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable. 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. 3F071. Qualification in and possession of AFSC 3F051 and completion of all core. Other. The following are mandatory as indicated: For entry into this specialty: See attachment 4 for additional entry requirements. For award and retention of these AFSCs, the following are mandatory: Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. Must maintain eligibility to access personnel data systems. Note: Retraining into the 3F0 Career Field is limited to E-7 and below for the Air Force Reserve and Air National Guard. Exceptions to policy will be reviewed on a case-by-case basis by the component 3F0 Career Field Functional Manager. 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.

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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 AFI48-123 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, national origin, sex, political affiliation, membership or non-membership in employee organization or any other non-merit factor.

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