POSITION VACANCY ANNOUNCEMENT 25-009a

Open Date: 19 November 2024   Close Date: 04 December 2024

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: COMMANDER SUPPORT STAFF (3F051)

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: MSgt/E7

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7

ORGANIZATION/LOCATION: **175th Mission Support Group, MDANG, 2701 Eastern Boulevard, Middle River, Maryland 21220-2801**

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee

WHO MAY APPLY: OPEN TO CURRENT MEMBERS OF THE MARYLAND AIR NATIONAL GUARD

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF 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. Performs other duties as assigned.

AFSC

AFSC: 3F051 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program and the Air Force Enlisted Classification Directory (AFECD) 30 APR 2023. **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.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. **Must currently have or be able to obtain SECRET clearance.**
7. **OPEN TO 3F0X1 OR 3F5X1**
8. **OPEN TO EXISTING AGRS, MUST BRING AGR RESOURCE**
9. **APPLICANT MUST BE PROMOTABLE TO MSGT- REMOVE**

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

☐ NGB Form **34-1** *Application for Active Guard Reserve (AGR) Position,* **DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.

☐ Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice**.

☐ AGR Profile Verification Statement **(fourth page of this announcement).**

☐ Most Recent Air Force Fitness Management System (AFFMSII)

☐ Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.

☐ All DD214s or NGB 22

☐ Completed Questionnaire **(below)**

For Positions Advertised to "Current On-Board AGR Applicants Only":

☐ **Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application**.**

Questionnaire:
Y/N

☐☐ Are you currently a Maryland Air National Guard Member? _____

☐☐ Are you currently AGR? If so, what State? _____

☐☐ Are you currently a Technician? If so, what State? _____

☐☐ Are you currently deployed? If so, what location? _____

☐☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____

☐☐ Are you currently in a "fenced" position? _____

Please provide current telephone number and **Military Email** address **(**Selection and Non-selection Memos will be sent via

Encrypted Email):_____, _____

FORWARD APPLICATIONS AND ATTACHMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT ENTITLED: 25-009a (LAST NAME) – COMMANDER SUPPORT STAFF

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY! NO EXCEPTIONS.
Applications must be received in the HRO office, by 1700 on the closing date. Applications received after the closing date WILL NOT BE CONSIDERED.

Human Resources Office
ATTN: NGMD-HRO-AGR-AIR
Fifth Regiment Armory

AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

   MEMBER   MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

      YES   NO

   _____
   *Signature/Rank/Title Verifying Official

    *Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

  Mech: _____   Admin: _____   Gen: _____ Elect: _____

  _____
  **Signature/Rank/Title Verifying Official

   **Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

  P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

  MEMBER   IS   IS NOT   QUALIFIED FOR WORLD WIDE SERVICE

  _____
  **Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION