

**MDANG ON BAORD AGR**  
HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
219 WEST HOFFMAN STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (667) 296-3498

**POSITION VACANCY ANNOUNCEMENT 25-018a**

Open Date: 10 December 2024      Close Date: 26 December 2025

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

**BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)**

**POSITION TITLE: BASE SERVICES MANAGER**

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: SMSgt/E8**

**UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SMSgt/E8**

**ORGANIZATION/LOCATION: 175th Force Support Squadron, 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 ON BOARD AGR CURRENT MEMBERS OF THE MARYLAND AIR NATIONAL GUARD ONLY**

**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 Force Support Sustainment operations. Improves work methods and procedures to ensure efficient operation and customer satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control resources. Inspects and evaluates Force Support activities. Determines resource availability, pricing and merchandise trends, inventory levels and safeguarding procedures. Maintains liaisons with civilian industry to keep abreast of current trends, product development, and improved service techniques. Evaluates contractor performance in outsourced Services functions. Determines APF and NAF budget requirements. Performs NAF financial management functions. Requisitions and accounts for subsistence, supplies, and equipment. Identifies facility requirements and conducts surveys to determine facility renovation, construction, and modernization. Develops capital expenditures programs for NAF and APF facilities. Establishes equipment layout, and operation and maintenance procedures. Operates food service activities. Plans, prepares, and adjusts menus within a food service activity. Performs culinary duties. Supervises and manages Dining Facilities, Flight Kitchens, Alert Facilities, Small (MUNS) Sites, and Missile Alert Facility Feeding Operations (MAFFO), Kiosks, and Provisions on Demand. Manages subsistence distribution, warehouse, and logistical functions. Operates fixed, bare base, missile alert and portable facilities and equipment. Executes fitness and sports programs. Conducts and oversees fitness assessments according to Air Force policy. Trains and advises unit fitness program managers and physical training leaders. Conducts fitness improvement training programs. Maintains close liaison with commanders and unit fitness managers on the Air Force Fitness Program. Conducts personal fitness training and develops individual and group exercise regimens. Explains concepts of fitness requirements. Demonstrates proper conditioning procedures, weight training and aerobic equipment techniques. Performs recreation programming and community support functions. Plans and provides and Morale, Welfare, and Recreation (MWR) programs and activities. Performs marketing and advertising for community support functions. Operates MWR functions. Executes directed and self-directed programs and events. Maintains unit readiness and plans program. Conducts capability readiness and unit type code readiness reporting. Oversees home station readiness training. Oversees base support plan and continuity of operations plan program management. Performs unit deployment manager responsibilities. Operates unit control center (UCC) command and control operations. Establishes and manages contingency quarter's operations. Determines lodgment of inbound personnel. Maintains locator system. Monitors contingency quarter's occupancy status and determines availability of transient quarters. Performs mortuary affairs administration functions. Performs mortuary operational support. Conducts, trains, and supervises teams for the search and recovery of human

remains. Arranges for transporting and disposition of remains. Ensures mortuary entitlements, escorts, and military honors are arranged. Establishes and maintains mortuary case files.

## AFSC

**AFSC: 3F191 Knowledge.** Knowledge is mandatory of: accounting procedures; management principles; merchandising; marketing; customer service; automated information systems; use of business machines; food service facility operations; subsistence management; operational ration requisition and issue procedures; menu forecasting; contingency quarters; fitness, sports, and recreation program development; personnel management; APF and NAF budgetary sources, procedures and processes; facility and equipment maintenance procedures; basic business administration concepts; retail operations; responsibilities for mortuary affairs, and search and recovery procedures; responsibilities for lost, damaged, stolen, or destroyed property; and operation of readiness and plans. **Education.** For entry into this specialty, completion of high school with courses in business arithmetic, accounting, computers, physical education, and typing is desirable. **Training.** For award of AFSC 3F131, completion of the Services Apprentice course is mandatory. 3.4. Experience. The following experience is mandatory for award of AFSC indicated: DAFECD, 31 Oct 24 3F151. **Qualification** in and possession of AFSC 3F131. Also, experience in functions such as preparing, cooking, baking, presenting, and serving food; instructing, planning, officiating, or directing athletic activities; planning, organizing, and conducting recreation programs; securing supplies, facilities, and performers; proper use and maintenance of recreation supplies and equipment; community support functions; unit readiness programs; and APF and NAF budgetary processes and procedures. 3F171. **Qualification** in and possession of AFSC 3F151. Also, experience performing or supervising food service functions or food preparation, managing fitness and sports programs and activities, recreation and community support operations and programs; managing mortuary programs; managing unit readiness programs; managing APF and NAF budgetary sources, procedures, and processes. 3F191. **Qualification** in and possession of AFSC 3F171. Also, experience managing and operating Services programs such as food service, fitness and sports, community support, readiness, mortuary, and resource management operations. **Other.** The following are mandatory as indicated: For entry into this specialty, see attachment 4 for entry requirements. **For entry, award, and retention of these AFSCs:** Ability to speak distinctly. Never been convicted by courts-martial. Never been convicted and sentenced to confinement by a civilian court. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft. For award and retention of these AFSCs: Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. **Note:** Retraining into the 3F1 Career Field is limited to E-6 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 3F1 Career Field Functional Manager. Only individuals who have obtained the 9- skill level in the 3F1 AFSC may be selected for 3F100 Key, Command, and Joint (KCJ) and 3F100 above-wing level positions in the Air Force Reserve. **★Air National Guard Specific NOTE:** Air National Guard members must have three years of previous services experience as a 3F1XX to occupy the SMSgt/E-8 3F1 Base Services Manager position. This requirement will not be considered for a waiver or exception to policy

## 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 4 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.

## 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](mailto:175.WG.HRO.AGR.PROGRAM.Org@us.af.mil)  
SUBMIT ONE PDF DOCUMENT ENTITLED: 25-018a (LAST NAME) – BASE SERVICES MANAGER**

**ALL APPLICATIONS MUST BE SUBMITTED DIGITALLY! NO EXCEPTIONS. Please add [tenique.coulbourn.1@us.af.mil](mailto:tenique.coulbourn.1@us.af.mil) to your application submission.**

***Applications must be received in the HRO office, not later than close of business on the closing date. Applications received after the closing date WILL NOT BE CONSIDERED.***

**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