ANNOUNCEMENT NUMBER: 20-101

TOUR LENGTH: INITIAL TOUR FOUR YEARS / CONTINUATION TOUR SIX YEARS

OPENING DATE: 16 SEP 2020

CLOSING DATE: 06 OCT 2020

POSITION TITLE: PERSONNEL

POSITION GRADE: E6/TSGT

POSITION AFSC: 3F071

ASVAB: M _ A 59 _ G _ E_ PER AFECED

LOCATION: BATTLE CREEK, MI

110TH OPERATIONS GROUP

WHO CAN APPLY:

AREA 1:  ON-BOARD PERMANENT ACTIVE GUARD RESERVE (AGR) OF THE MICHIGAN AIR NATIONAL GUARD

MINIMUM GRADE E5/SSgt

*MAXIMUM GRADE E6/T Sgt

AREA 2:  OPEN TO ALL CURRENT TRADITIONAL GUARD MEMBERS OF THE MICHIGAN AIR NATIONAL GUARD

MINIMUM GRADE E5/SSgt

*MAXIMUM GRADE E6/T Sgt

AREA 3:  OPEN TO THOSE ELIGIBLE FOR ENLISTMENT IN THE MICHIGAN AIR NATIONAL GUARD

MINIMUM GRADE E5/SSgt

*MAXIMUM GRADE E6/T Sgt

(PRIOR MILITARY MEMBERS NEED TO SUBMIT DD 214 OR NGB 22 TO VERIFY ELIGIBILITY)

PER ANGI 36-101 ANY APPLICANT SELECTED WHO DOES NOT POSSESS THE AFSC, MUST SIGN AN AGREEMENT TO RETRAIN

Enlisted Airmen who apply for a position which would cause an over grade MUST indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, Administrative Demotion of Airmen. Acceptance of demotion MUST be in writing and included in the application package.

POSITION INFORMATION

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. Related DoD Occupational Subgroup: 153100.
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:

- 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 AFMAN17-1301, Computer Security.
- Must maintain eligibility to access personnel data systems.
APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

HOW TO APPLY: Individuals who meet the Duties, Responsibilities, and Special Information Criteria for this position must submit a complete AGR application package to: ng.mi.miarmg.mbx.air-agr@mail.mil

1. DO NOT send application directly to the HRO Office (hand carry, US Post Office, etc.). In the event that an applicant is unable to use the email address provided (I.E. rejection email) or is a deployed Airman without accessibility please call 517-481-7715 and you will be provided additional instructions. Applicants must provide documentation in the event that this occurred (I.E. rejection email).

2. *AT A MINIMUM YOUR PACKET SHOULD INCLUDE THE FOLLOWING:
   a. COMPLETED NGB FORM 34-1 signed and dated with the job announcement and title. (Do not submit an SF Form 171 or OF 612). Due to personal identifiable information (PII) concerns contained within Air AGR packets, we are requesting that all applications for Air AGR positions omit their home of record and social security number upon submission.
   b. Military Personnel Report on Individual Personnel (RIP) from either the vMPF or MilPDS no more than 30 days old.
   c. An official fitness score of 75% or higher within 1 year (from the AF portal). All fitness test will be current in the Air Force Fitness Management System (AFFIMS II).
   d. Please combine all documents into one PDF file.

*Applications without all the required supporting documentation will not be considered and will not be returned.

3. Applications must be received by 2359 hours on the closing date of this vacancy announcement. Further information may be obtained by contacting the AGR Personnel Office: TSgt Stephanie Bagley 517-481-7715, DSN 623-9715. Prior approval required for last minute faxed applications.

NOTES

EEO POLICY: The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age IAW ANGI 36-7, ANG Military Equal Opportunity Program.

ENTRY QUALIFICATION PER ANGI 36-101

1. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.

2. Enlisted personnel applying for Officer position must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

3. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards. Airmen with a DD Form 469, Duty Limiting Condition Report reflected at the time of an AGR physical package evaluation, will not be deemed medically qualified. However, accession of a member is possible as long as the member is medically cleared of any Duty Limitation Code (DLC)/medical profile prior to starting an AGR order.

4. Personnel must have retainability to complete the tour of military duty.
5. Applicants are subject to personal interview upon notification of time and place. **Necessary travel will be at the applicant's own expense.**

6. Initial AGR tour orders are probationary. Individuals selected for continuation until retirement and electing Career Status Bonus (CSB) must be extended to the date they will achieve 20 satisfactory active duty years on their AGR orders.

7. Voluntary release from the AGR program prior to completion of tour is contingent upon approval of the Adjutant General of Michigan.