



**DEPARTMENT OF THE AIR FORCE
MASSACHUSETTS NATIONAL GUARD**

Human Resources Office
2 Randolph Road
Hanscom AFB, Massachusetts 01731-3001



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #102-24-51

OPEN DATE: 3 JULY 2024

EXPIRATION DATE: 31 JULY 2024

Open To: 102 IW Members holding a 3F0X1 or 3F5X1 AFSC – This is a cross training opportunity.

Number of Positions:	1
Position Title:	Personnel
Unit/Duty Location:	102 IW, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	SSgt / TSgt
Duty AFSC:	3F051
Required ASVAB:	A-59
Security Clearance:	Secret
PULHES:	3,3,3,2,3,3

POC: SMSgt Jessica Bohac, Email: Jessica.Bohac@us.af.mil

HRO Remote: Ms. Kimberly Brown (508) 968-4596, Email: 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES
PCS Authorized

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.

DUTIES AND RESPONSIBILITIES:

1. 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 re-enlistment and bonus programs. Counsels Airmen on re-enlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.

2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

SPECIAL REQUIREMENTS:

1. 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.
2. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.
3. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory.
4. Experience. The following experience is mandatory for award of the AFSC indicated:
 - 4.1. 3F051. Qualification in and possession of AFSC 3F031 and completion of all core.
 - 4.2. 3F071. Qualification in and possession of AFSC 3F051 and completion of all core.
5. Other. The following are mandatory as indicated:
 - 5.1. For entry into this specialty:
 - 5.1.1. See attachment 4 for additional entry requirements.
 - 5.2. For award and retention of these AFSCs, the following are mandatory:
 - 5.2.1. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
 - 5.2.2. Must maintain eligibility to access personnel data systems.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Over-grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over-grade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. Entry/retention requirements for AFSC are outlined in the AFECD/AFOCD.

LENGTH OF TOUR:

Initial AGR tour orders are probationary. The probationary period will be a minimum three years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

APPLICATION REQUIREMENTS:

- 1. NGB Form 34-1, signed <https://massnationalguard.org/assets/ngb-form-34-1.pdf>.
 - 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF) – Self-Service Actions.
 - Select “Personal Data”
 - Select “Record review/Update”
 - Scroll to bottom on left hand panel click “view/print all pages”
 - A printer friendly window should pop up to print, if not, right click on page and scroll down to print.
 - 3. AF Form 422: Must be obtained and verified by Medical Group within 6 months of submission.
 - 4. MYFSS Fitness Report: Current, passing within 12 months.
 - 5. SF 181, Ethnicity and Race Identification <https://massnationalguard.org/assets/sf-181.pdf>.
 - 6. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs).
 - 7. CORI, signed (not required for current permanent MA ANG AGRs) <https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>.
 - 8. Copy of driver’s license, front and back (not required for current permanent MA ANG AGRs).
 - 9. Last 3 EPR/EPBs ***A MFR must be submitted for any missing EPR/EPB.**
 - 11. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact HRO-Remote for template).
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- Use the Wingman concept to proof read application.
 - All required documents must be submitted electronically as **ONE** .pdf file to Ms. Kimberly E. Brown NLT 2359 on the advertisement expiration date.
 - Include **ONLY** the documents listed above.