



AGR VACANCY ANNOUNCEMENT OFFICER

THE ADJUTANT GENERAL
NEW MEXICO AIR NATIONAL GUARD
ATT: NMANG-HR-AD
47 BATAAN BLVD
SANTA FE, NM 87508

ANNOUNCEMENT NO:
NMO 24-001

OPENING DATE
2-August-24

CLOSING DATE
23-August-24

POC: MSgt Alejandro Unale
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OPEN FOR FILL
 STATE NMANG
 NATIONWIDE NMARNG

POSITION TITLE: Military Personnel Management Officer (MPMO).

LOCATION OF POSITION: Joint Force Headquarters, New Mexico Air National Guard, Kirtland Air Force Base, New Mexico 87117.

AREA OF CONSIDERATION: Open to all presently employed AGR members of the New Mexico Air National Guard. In the rank of O-4 to O-5. Must hold 38F AFSC to be considered. A control grade may be available.

DATE VACANCY EXISTS: Currently with a projected start date of: 1 January 2025 or TBD by Commander.

ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:

Officer must meet requirements as outlined in AFOCD. If medical exam is older than 30 days, applicant must submit an AF Form 895. Submit applications on NGB Form 34-1. Must meet the physical examination qualification outlined in Chapter 12, ANGI 36-101, and IAW AFI 48-123 Medical Examination and Standards. Examination must have been conducted within 18 months before the date of entry on military duty. Must meet and comply with weight standards at the time of entry into AGR duty. Should be able to acquire 20 years of active duty prior to mandatory separation date. Should be able to serve at least five (5) consecutive years in the AGR program prior to becoming eligible to receive military non-disability retirement or retainer pay. Must not be eligible for, or receiving an immediate Federal (military or civilian) retirement annuity.

SPECIAL INFORMATION: As a condition of employment, **selected** agrees to attend all Unit Training Assemblies and Annual Training deployments, special projects, and exercises when required, with his/her unit of assignment; applicant must be assigned to a Military UMD in the unit they support and UMD compatible AFSC prior to Active Duty Tour. The military uniform will be worn in accordance with AFI 36-2903.

INSTRUCTIONS FOR APPLYING: Submit application using a NGB Form 34-1, which is on the NMANG SOW SharePoint under Job Announcements, or internet under NGB 34-1. Completed applications will be scanned into one PDF file and emailed to alejandro.unale@us.af.mil **no later than** the closing date. You must submit a separate PDF file for each job you are applying for.

REQUIRED DOCUMENTS: All applications must include the following documents:

Completed NGB 34-1

Current Record Review RIP (not more than one (1) year old from vMPF)

Current copy of your Official Air Force Individual tracker (myFITNESS).

Resume, Last 3 OPBs, Official BIO, and NM Capabilities Sheet.

EQUAL OPPORTUNITY: The New Mexico Air National Guard is an Equal Opportunity Organization. Selection for this position will be made without regards to race, color, religion, sex, age, or national origin.

CLOSING DATE: Applications will be forwarded to the HRO office, to arrive **no later than** the business day on the closing date specified on the vacancy announcement.

FORCE SUPPORT

1. Specialty Summary. Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

2. Duties and Responsibilities:

2.1. Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.

2.2. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.

2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

2.4. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop

manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.

2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.

2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.

2.7. Oversee and conduct strategic sourcing studies.

2.8. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.

2.9. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.

2.10. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, and NAF resale operations for both peace and wartime operations.

2.11. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.

2.12. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.

2.13. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and non appropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.

2.14. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.

2.15. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Resource Management, Mortuary Affairs, Casualty, and Quality of Service Programs.

3.2. Education. For entry education requirements see [Appendix A, 38F CIP Education Matrix](#).

3.3. Training. For award of AFSC 38F3, completion of Force Support Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory. A waiver from the

CFM is required if any portion of IST is not completed. A minimum of 24 months of experience is also mandatory. In addition, within 24 months of graduating Force Support Officer IST, an officer must also complete the Follow-On Unit Training (FOUT) outlined in the Career Field Education and Training Plan (CFETP), Basic KSA Course, and Basic Contingency Course. All requirements must be certified by the FSS commander or senior career field leader assigned to the organization. A waiver from the CFM is required if the FOUT or other tasks cannot be completed within the 24-month period. ANG and AFR personnel will coordinate waivers with their component CFM and the RegAF CFM.

3.4. Experience. For award of AFSC 38F3, a minimum of 24 months of experience is mandatory.

3.5. Other. Not used.

Performs additional duties as assigned.
Note: Incomplete packages will not be considered.