



## AGR VACANCY ANNOUNCEMENT **ENLISTED**

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

ANNOUNCEMENT NO:  
**NME 22-001**

OPENING DATE  
**03-Jan-22**

CLOSING DATE  
**13-Jan-22**

**POC: MSgt. Alejandro Unlae**  
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<u>OPEN FOR FILL</u>		
<input checked="" type="checkbox"/>	STATE	<input checked="" type="checkbox"/> NMANG
<input type="checkbox"/>	NATIONWIDE	<input type="checkbox"/> NMARNG

**POSITION TITLE:** Military Personnel Management Assistant.

**LOCATION OF POSITION:** 2251 Air National Guard Rd SE, Kirtland Air Force Base, New Mexico 87117.

**AREA OF CONSIDERATION:** OTOT 1 year with an option to extend to 2 years at HQ discretion. Open to members who have 3F0 and 3F5 AFSC. Minimum grade of E-6 up to Maximum grade of E-7.

**DATE VACANCY EXISTS:** Currently with a projected start date of 01 February 2022.

### ELIGIBILITY REQUIREMENTS TO QUALIFY FOR AGR TOUR:

Enlisted must meet AFSC, requirements as outlined in AFECD. 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 internet at <https://usaf.dps.mil/sites/34163/150SOW/JOBS/SitePages/Home.aspx>. Completed applications will be scanned into one PDF file and emailed to [alejandro.unale@us.af.mil](mailto: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)**

**Current copy of your Official Air Force Fitness Assessment Scorecard.**

**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.

## **PERSONNEL**

**1. 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.

### **2. Duties and Responsibilities:**

2.1. 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 reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.

2.2. 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.

2.3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

2.4. 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.

2.5. 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.

2.6. 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.

### **3. Specialty Qualifications:**

3.1. 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.

3.2. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

3.3. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory, and ability to operate a keyboard at a minimum rate of 25 words per minute (WPM).

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1.

3F051. Qualification in and possession of AFSC 3F031 and completion of all core and duty position tasks.

3.4.2. 3F071. Qualification in and possession of AFSC 3F051 and completion of all core and duty position tasks.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty: 3.5.1.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs, the following are mandatory: 3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.2. Must maintain eligibility to access personnel data systems.

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