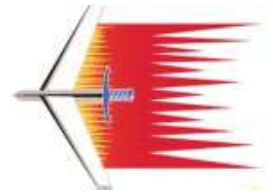




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2025-11

Open: 06-Nov-24 Closes: 05-Dec-24

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
ADMINISTRATION SUPERINTENDENT	3F591	SMSGT/E8	0110178434

ADVERTISE: Nationwide

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 145th Force Support Squadron 4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Lt Col Christy L. Roddy	christy.roddey.1@us.af.mil	704-391-4170	231-4170

DUTIES AND RESPONSIBILITIES

1. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

2. Directs all human resources activities and support services for the host Wing and all supported Airmen, including: Career Enhancements, Customer Service, Employments, Relocations, Personnel Systems Manager, Military Personnel and/or Readiness. Develops local policy and procedures for all human resources services within the Wing and coordinates with State Headquarters in the development of policy and programs for the state. Provides oversight, training, and procedural guidance to Commander's Support Staffs. Serves as the Wing Functional Area Manager for all Personnel Airmen assigned to the Wing, providing training, career development, and recommendations to senior leadership on force management of Personnel Airmen throughout the Wing. Advises senior leadership within the organization and across the support Wing on all human resources matters impacting Airmen throughout the Wing. Develops and conducts briefings, point papers, and data analysis on human resources matters. Works closely with Commander's Support Staffs and senior leadership to develop consistent programs and processes throughout the Wing. Works closely with program managers and staffs at National Guard Bureau (NGB) to collect and provide accurate data, plan and coordinate work of subordinates, and resolve situations that require NGB action. Coordinates and advises on human resources actions impacting Airmen to Army National Guard and Joint Staffs at State Headquarters.

3. In addition to supervision, specializes in a function:

A. Force Management:

--Plans, directs, controls, and provides advisory services on all aspects of the Career Enhancement program for both Active Guard Reserve (AGR), unit drill status guardsmen, full time technicians and potential members. Develops internal policies and procedures governing administration of the following programs: evaluations, officer, enlisted promotions/demotions. Monitors monthly reports on performance raters and changes of raters to maintain an accurate record. Provides administrative control, management, development and advisory service for military awards and decorations. Reviews Line of Duty (LOD) determinations for administrative accuracy, tracks progress and initiates incapacitation pay requests (if applicable). Manages and provides guidance and technical expertise of various special programs to include Deserving Airman Promotion Program, Reserve Officers Personnel Management Program, Exceptional Promotion Program, and Extensions/Reenlistment Program. Administers the test program, which includes the Air Force Officer Qualifying Test, Defense Language Aptitude Battery Test, Defense Language Proficiency Test, and Air Force Classification Test. Monitors the Fitness and Body Composition Program to ensure compliance with regulatory and legal requirements and conducts staff assistant visits. Plans, directs, and controls all aspects of the Relocation program for all members. Responsible for the development of internal policies and procedures governing administration of the following programs: reassignments (voluntary/involuntary), separations (voluntary/involuntary), unsatisfactory participation, retirements, conditional releases, advise commanders on stop-loss, activation periods, and demobilization, and inter- and intra-service transfers. Counsels members on retirement benefits and eligibility, insurance, veteran's benefits, and SBP. Establishes policies and procedures for temporary duty (TDY) relocation processing. Manages all prior and non-prior service enlistment processing. Develops policies and procedures for package review and accession build. Ensures all subsequent enlistment actions are taken. Ensures accuracy of HR data system and performs functional review of data reliability.

B. Customer Service:

--Plans, directs, and controls all aspects of the Customer Service Program. Manages the AF Personnel Records System. Develops procedures and establishes policy for building, updating, auditing, and accountability of and disposition of automated and manual records. Monitors the maintenance and security of the Unit Personnel Record Group ensuring content meets regulatory requirements and are safeguarded. Manages the Point Credit Accounting and Reporting System (PCARS) program. Is the focal point within the MPF for various entitlement programs (i.e., TRICARE medical/dental, Survivors Benefit Plan, Thrift Savings Plan (TSP), Family Care Program, etc.). Provides assistance and information on active duty benefits for AGR members. Monitors and provides technical guidance to workers performing counseling regarding SGLI benefits. Responsible for oversight, verification, authorization of identification (ID) cards for all branch service members, retired members, and enrollment of eligible family members in Defense Enrollment Eligibility Reporting System (DEERS). Administers the Casualty Service Program and serves as technical advisor, and as the Casualty Assistance Representative. Provides casualty assistance (at locations without established Casualty Service work centers) according to governing directives. Serves as focal point for entire organization concerning Privacy Act matters, military dress and appearance policy and procedures. Maintains and ensures Records of Emergency Data forms are accomplished.

C. Career Development:

--Plans, directs, and controls all aspects of the human resources employment program. Responsible for the development of internal policies and procedures governing administration of Personnel Employment programs to include inbound assignment for officer and airmen personnel; certification of military qualifications and assignment eligibility for AGRs, traditional drill status guardsmen applicants; and in-processing of personnel. Manages the Unit Manpower Document (UMD) as directed by Headquarters, National Guard Bureau (HQ NGB) for all serviced units. Ensures compliance with regulatory requirements regarding excess and over-grade assignments within the UMD. Creates, maintains, and distributes the unit vacancy list using the UMD. Ensures processing of classification/on-the-job training actions is accurate and processed in MILPDS. Ensures processing of AF Forms 422, Physical Profile Serial Report. Administers the overall absentee and desertion program.

D. Readiness:

--Develops wing readiness plans for the administration of contingencies and mobilizations. Determines human resources requirements in support of mobilization. Coordinates with gaining Major Commands (MAJCOMs), Headquarters, Personnel Readiness Center (PRC), National Guard Bureau (NGB), and unit commanders regarding all matters concerning the activation and/or deployment of forces. Manages the non-contingency duty status program. Maintains all human resources data systems requirements and provides required reporting to Crisis Action Team (CAT)-PRC. Manages mobilization orders contingent upon Presidential Reserve Call up (PRC) or partial mobilization. Prepares and presents periodic briefings/orientations or mobilization procedures to all commanders required to support deployments. Develops, prepares, analyzes, and coordinates with wing plans office on all unit deployments and wartime tasking and Contingency Operations Plans. Identifies readiness issues and problems that directly impact wing and individual organization's ability to deploy. Develops appropriate annexes to wing contingency plans, mobilization plans, CONUS base use plans, and ability to operate and survive plans. Administers the official government passport and visa program for government travel.

--Manages contingency and exercise deployments. Serves as advisor to wing/unit commanders on deployment programs. Interprets policy and provides procedural guidance to wing/unit commanders, supervisors, staff members, and unit deployment managers concerning deployment process. Advises wing Installation Deployment Officer (IDO), Unit Deployment Manager (UDM), and MPP Commander on Unit Type Code/Unit Manning Document and any other readiness issues. Analyzes data and subsequent determinations regarding any number of human resources readiness matters, which may involve or affect AGR's, and traditional drill status guardsmen. Analyzes deployment data to effectively assist in completing unit supportability estimates. Processes interface with MANPER-B to validate duty and generate Automated Schedule of Events (AMSOE) products in accordance with the established procedures and time frames. Produces accurate and timely standard and non-standard COMPEs products that satisfy needs of deployment managers and provides a current and accurate profile of deployment capability and status. Prepares for and participates in various types of readiness exercises and evaluations such as Operational Readiness Inspections), AEF tasking, and IG exercises. Assists in direction, coordination, and control of exercise, deployments, and redeployments by developing and coordinating event lists, checklists, etc. for assigned areas to effectively test the deployment/readiness capability/status of the wing. Prepares after action and lessons learned reports.

--Manages Deployment Systems. Manages and controls the Personnel Module of the Integrated Deployment System (IDS), critical to deployment/employment of tasked personnel in support of global operations. Manages the local deliberate planning and execution of higher headquarters tasking utilizing the IDS subsystem-Deployment Management System (DeMS) to disseminate and integrate plans and personnel data for controlling, implementing, coordinating, planning, and executing all functions concerning deployment of wing personnel. Manages the Deliberate Crisis Action Planning and Execution System (DCAPES) located on the Manpower Personnel Base Level (MANPER-B) System. Responsible for controlling and maintaining readiness data in the MANPER-B System. This includes all readiness databases including all hardware/software applications located on MANPER-B system. Responsible for utilizing the secure Red Mini system in accordance with the applicable instructions. Interfaces contingency/execution/management assistance with local base functions. Maintains personnel accountability and duty status reporting to ensure accurate and timely data is available for C2. Build Manpower (standard/non-standard UTCs) plans as required. Manages personnel readiness strength accountability. Responsible for management and execution of Contingency Exercise and Deployment (CED) orders.

--Is responsible to the MSF Commander for the Personnel Support for Contingency Operations (PERSCO) portion of the SORTS report. Acts as liaison between Air Force Personnel Center, MAJCOM, and local units to ensure accurate and timely duty status accountability. Provides technical guidance and instruction to base organizations on all aspects of Personnel Readiness. Provides training to all base 3S0X1 technicians on all Personnel Readiness functions. Manages the deployable equipment and supply program to include requisitions, inventories, turn-in and repair of contingency and PERSCO Team equipment. Directs and implements scheduled maintenance and serviceability checks of mobility equipment.

--Serves as Classified Control Officer responsible for safeguarding and proper destruction of classified material IAW AF instructions, higher headquarters, and local guidance. Conducts Risk Analysis on the MANPER-B system ensuring compliance with appropriate instructions. Responsible for the Computer Security Support Plan (CSSP). Responsible for the safeguard and access of Red Mini. Performs computer system security management. Controls systems access for MANPER and DeMS. Assigns and maintains passwords, authorization lists and publishes security directives for users of classified systems. Performs periodic security inspections. Receives TEMPES interview to meet transmission and receiving of classified information requirements. Prepares and reviews classified computer risk analysis.

Performs other duties as assigned.

SPECIALTY QUALIFICATIONS

RANK MIN/MAX: MSGT/E7 - SMSGT/E8

REMARKS: Promotion to SMSGT/E8 is not a guarantee, and is dependent upon controlled grade availability.

SPECIAL CONSIDERATIONS

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
9. Must have adjudicated Security Clearance before starting tour.

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet/AFFORGEN](#) Readiness print out. (includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from [myFitness](#)
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory
7. For Commissioning opportunities, include your AFOQT scores

EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.