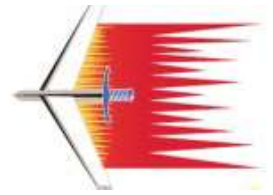




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2026-03

Open: 27-Oct-25 Closes: 10-Nov-25

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
COMMANDER SUPPORT STAFF	3F071	MSGT/E7	0110171834

ADVERTISE: Current On Board AGRs and Technicians

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 118th Air Support Operations Squadron 39563 Warrior Way, New London, NC 28127

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Lt Col Devin J. Rockel	devin.rockel@us.af.mil	704-422-2505	484-2505

DUTIES AND RESPONSIBILITIES

Plans, organizes, directs and coordinates the service functions associated with the administration section such as: managing the publication distribution program, requisitioning, warehousing and distributing Air Force publications, technical orders and forms. Responsible for the publications management program; ensures compliance with the Freedom of Information Act; inspects and surveys all offices of record; ensures compliance with the Air Force documentation programs. Conducts documentation training classes for records custodians; develops records disposition schedules and procedures. Maintains the Master Reference Library, and provides general office management support. Performs periodic inspections for the purpose of determining compliance with administrative directives in the areas of records management, file systems, and functional libraries. Directs the administrative security program. Apprises all personnel concerning latest directives in the area of administrative training procedures. Prepares enlistments, reenlistments, separations and officer appointments. Provides answers to questions concerning insurance, retirement pay, drill requirements, etc. Prepares documentation for promotions; certifies pay allowances. Reviews officer and airman personnel records with personnel to check the accuracy of information contained. Compares basic records with source documents, transaction registers, and personnel management products. Updates computerized personnel data. Analyzes management products to determine adequacy and accuracy. Coordinates scheduling of needed facilities to support training requirements. Ensures availability of training materials. Monitors progress and counsels trainees. Identifies problem areas, determines causes, and recommends corrective actions. Controls, schedules and administers course examinations for mandatory career development courses. Monitors the progression of all personnel entered into the dual-channel on-the-job training program, and counsels personnel as to their responsibilities, deficiencies, and problems. Coordinates formal training program for personnel assigned to the squadron on active duty for training and who have not had a formal school assignment after basic training. Assists section supervisors in the selection of on-the-job training supervisors and trainers. Submits format training reports to higher authority as required. Ensures accurate preparation and timely submission of requests for classification actions generated by the training program. Schedules and coordinates Professional Military Education (PME) for the unit. Ensures that required ancillary training is scheduled, accomplished, and validated for all personnel. Monitors career development sources and the training progression of all trainees. Performs other duties as assigned.

SPECIALTY QUALIFICATIONS

MIN/MAX RANK: TSGT/E6 - MSGT/E7

AFSC: ANY CURRENT 3F0/3F5

Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel 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 function 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. Knowledge is mandatory of: techniques and procedures of systems; analysis and design; software methodology; communications-computer processing; system operation and maintenance; system and equipment capability, capacity and logic; and performance measurement, security and resource management. Must be willing to maintain Combat Mission Ready (CMR) requirements of the 118th ASOS to include: proficiency shooting; land navigation; vehicle navigation; TCCC; and any other essential readiness items as it pertains to CMR.

SPECIAL CONSIDERATIONS

Possesses a Special Experience Identifier (SEI) of 9ZB: Special Warfare

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.