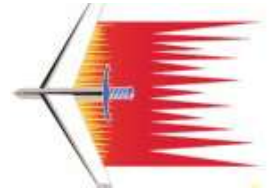




North Carolina Air National Guard Active Guard/Reserve (AGR) Vacancy



Announcement 2026-25

Open: 06-Jul-26 Closes: 22-Jul-26

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
HUMAN RESOURCES AND ADMINISTRATION	3F071	MSGT/E7	0107174034

ADVERTISE: Current On Board AGRs and Technicians

SECURITY CLEARANCE: Secret

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

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
MSgt Calnecia Gregg	calnecia.gregg.2@us.af.mil	704-391-4220	231-4220

DUTIES AND RESPONSIBILITIES

Exercises supervisory personnel management responsibilities for the Mission Support Group (MSG) Commander's Support Staff (CSS) subordinates and full-time personnel. The incumbent leads a team providing comprehensive Human Resources and Administration support to the MSG and its subordinate unit personnel. Serves as a key advisor to commanders on personnel matters, providing expert guidance on a range of programs to include officer and enlisted promotions, evaluations, awards, separations, readiness, and resource management. Responsible for interpreting and implementing higher-level policies into local procedures and overseeing key compliance programs such as security, fitness, and self-inspection. Acts as a liaison between the Group, subordinate units, and base support agencies to ensure seamless mission execution while meeting the needs of assigned Airmen and full-time personnel. The incumbent will also serve as the Group Resource Advisor, managing operational budgets and resource allocation.

★Duties and Responsibilities:

★ **Personnel Programs.** Manages military human resource programs and provides guidance to commanders and Airmen on DAF personnel policies. Directs assignments, promotions, separations, retirements, classification, awards, decorations, retraining, casualty reporting, personnel reliability, and readiness programs. Determines program eligibility, counsels Airmen on reenlistment opportunities, benefits, and entitlements, and implements force management tools such as boards, selective reenlistment, and bonus programs. Supplies leadership with detailed personnel reports and statistical analyses to inform strategic decision-making.

★ **Personnel Data Management and Analysis.** Ensures personnel data integrity through systematic auditing, analysis, and discrepancy resolution for both deployed and in-garrison personnel. Develops, interprets, and reviews management assessment products and transaction registers to maintain compliance and accuracy. Conducts routine crosschecks between personnel systems and source documents, identifying and correcting inconsistencies. Compiles, organizes, and submits management data and reports to facilitate personnel decision-making while tracking key metrics to enhance readiness and operational efficiency.

★ **Personnel Actions and Accountability.** Handles personnel processing and accountability, ensuring precise tracking of DAF personnel across garrison and deployed locations. Executes in- and out-processing, duty status reporting, and personnel movement tracking, including leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Maintains personnel readiness by ensuring timely updates to duty status and personnel records.

★ **Compliance, Inspection, and Counseling.** Conducts inspections to verify compliance with DAF personnel policies and directives. Identifies discrepancies, recommends corrective actions, and monitors personnel processing for timeliness, propriety, and accuracy. Provides counseling and advisory support to Airmen on personnel programs, benefits, entitlements, and career progression, assisting them in navigating administrative processes.

★ **Commander Support Staff (CSS).** Manages organizational personnel and manpower programs, ensuring accuracy in database systems and coordinating personnel actions between units and military personnel organizations. Administers administrative functions, including evaluations, decorations, recognition programs, fitness tracking, and in-/out-processing. Maintains personnel records, duty status changes, and suspense systems for personnel actions and correspondence. Oversees leave web programs and assists Airmen with web based personnel applications. Prepares and processes disciplinary actions, including Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions in support of command personnel management.

- ★ **Personnel Support for Contingency Operations (PERSCO).** Executes PERSCO functions, maintaining personnel accountability for deployed forces and ensuring accurate reporting to combatant commanders. Conducts casualty reporting for missing, deceased, ill, or injured personnel while coordinating inbound and outbound operations for deployed locations. Provides critical personnel support, including virtual record updates, emergency leave processing, and promotion actions. Acts as a vital link between deployed personnel and home stations, ensuring operational continuity and personnel readiness in contingency and wartime environments.
- ★ **Administrative Support.** Provides executive administrative support to General Officers, Senior Executive Service civilians, and military leaders, ensuring seamless coordination of travel, lodging, itineraries, and official functions. Assists commanders in executing official events, including recognition ceremonies and Distinguished Visitor (DV) engagements, by managing logistics, venues, mementos, and guest lists. Leads executive correspondence management, facilitates meetings, and administers organizational communications, including document preparation, distribution, workflow management, and electronic mail organization. Carries out administrative duties such as calendar management, meeting coordination, and customer service while ensuring compliance with communication standards and formatting requirements.
- ★ **Postal and Official Mail Operations.** Assist with postal operations, ensuring secure handling, processing, and distribution of official correspondence in accordance with United States Postal Service (USPS) and military postal regulations. Manages Military Post Offices (MPO), and Mail Control Activities (MCA) to facilitate efficient mail processing and DAFECD, 31 Oct 25 218

SPECIALTY QUALIFICATIONS

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

SPECIAL CONSIDERATIONS

- 3.1. ★ **Knowledge.** Mandatory knowledge includes personnel policies, procedures, and principles of personnel management, covering assignment, promotion, customer service, quality force initiatives, personnel readiness, deployment/mobilization procedures, and PERSCO operations. Proficiency in interviewing and counseling techniques, administrative communications, correspondence management, and general office operations is required. Understanding organizational structure and its relationship to mission execution is essential, along with familiarity with policies, programs, and procedures governing benefits for military personnel, retirees, and family members. Knowledge of Personnel Data System (PDS) capabilities, occupational survey procedures, and benefit programs is critical. Additionally, expertise in office management policies, technologies, and procedures is required, including administrative support for personnel and manpower programs, executive support responsibilities, and postal and official mail operations.
- 3.3. ★ **Training.** Members must complete training requirements for the core AFSC and applicable shred-specific requirements, as needed, progressively, as each skill level builds upon the prior level. The following training is mandatory for the award of the 3F0X1 AFSC indicated in addition to the successful completion of applicable Career Development Course (CDC) requirements and core tasks listed in the Career Field Education and Training Plan (CFETP):
- 3.4.1.2. ★ **3F071.** Qualification in and possession of AFSC 3F051 with completion of all 3F071 core tasks. Experience supervising and performing HRA functions.

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.