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OKLAHOMA AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
TOUR VACANCY ANNOUNCEMENT # 46-26



HUMAN RESOURCES SPECIALIST

Concurrent with GS09 Advertisement

OPEN DATE: 16 APR 26	CLOSING DATE: 16 MAY 26
UNIT/DUTY LOCATION: 138 FW	COMPATIBLE AFSC: 3F0X1
MINIMUM GRADE: E-5	MAX GRADE: E-7
OPEN TO AGR MEMBERS OF THE 138 FW	RETRAINING AVAILABLE: YES
ASVAB REQUIREMENT: A59, XG	PUHLES: 233222

BRIEF DESCRIPTION OF DUTIES:

1. **Coordinates Personnel Management Activities:** Serves as a technical and subject matter expert on military personnel management policies, procedures, and regulations. Provides guidance and training to lower graded HR Specialists on various personnel actions, including promotions, reassignments, evaluations, and awards, to ensure alignment with mission requirements and organizational goals. Creates, reviews and develops performance standards, assists in setting expectations, and provides feedback on work quality, performance and progress for subordinate administrative personnel. Prepares, awards, and disciplinary documentation for supervisory review and action as required. Identifies developmental needs and coordinates training to improve staff proficiency. Assists in managing leave schedules to maintain adequate staffing levels. Identifies and refers complex military and civilian personnel issues to supervisor and works closely with Force Support Squadron, State Human Resources Office, and other supporting organizations, as needed, to find resolutions to issues.

2. **Human Resources and Administrative Support Functions:** Coordinates human resources and administrative support for military personnel within the unit. Serves as primary contact for unit level military personnel matters, assisting supervisors and commanders with policies and programs. Collects, analyzes, and compiles personnel data for reports and briefings. Collaborates with Force Support Squadron and other agencies to resolve personnel issues and implement policy changes. Maintains accuracy and integrity of personnel electronic records and data systems. Supports workflow and task assignments among personnel specialists to ensure timely completion of work. Ensures quality control of personnel documentation and supports personnel accountability programs, including Air Force Personnel Accountability and Assessment System (AFPAAS).

3. **Specialized Functional Areas and Program Management:** Serves as lead for two or more specialized functional areas supporting unit operations, ensuring compliance with Air Force policies. Key areas include:

a. **Administration:** Oversees preparation and publication of personnel documents and orders using automated systems. Provides training and guidance on Defense Travel System (DTS) administration, including profile management, report generation, and finance process support. Supports official mail operations and government purchase card activities of the assigned organization.

b. **Personnel:** Administers and manages personnel records, evaluations, awards, promotions, leave programs, and official correspondence. Provides expert advice on military personnel programs, including policy interpretation and procedural guidance. Maintains personnel electronic records ensuring compliance with Air Force directives. Provides customer assistance, analyzes personnel data trends, and prepares reports to support leadership decision-making.

c. **Unit Deployment Management:** Oversees unit deployment readiness by maintaining deployment documentation, coordinating with Installation Deployment Officer (IDO), and monitoring unit status through Logistics and Personnel Management Software and systems. Ensures timely preparation and processing of deployment and redeployment actions and documentation to support unit member deployment and redeployment.

d. **Training:** Plans and coordinates unit training program activity. Advises and communicates with unit commanders, Base Education and Training Management office, and unit training managers on training options, scheduling, and compliance with standards to ensure training requirements are met to maintain combat readiness.

e. **Program and Special Duties Management:** Administers, oversees, or assists with special programs including Government Purchase Card, Defense Travel System, Unit Drug Demand Reduction, Security, and Unit Recognition programs for regulatory compliance and to provide advisory support as needed.

4. The incumbent provides limited supervisory oversight, including assigning tasks, monitoring progress, and providing feedback to lower-graded employees. These duties constitute less than 25% of the incumbent's time and are performed under the guidance of the GS-11 Supervisory HR Specialist. Appraises subordinate workers' performance with the approval of the GS-11 Supervisory HR Specialist.

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Specialist. Recommends awards when appropriate and approves within-grade increases, subject to GS-11 review. Initiates action to correct performance or conduct problems and effects minor disciplinary measures such as warnings and reprimands, with final approval from the GS-11. Recommends action in more serious disciplinary matters to the GS-11 Supervisory HR Specialist. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Approves leave schedules, ensuring adequate coverage for peak workloads and traditional holiday vacation time. 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. Other duties as assigned.

LENGTH OF TOUR: Initial tours will not exceed 3 years and constitute the Probationary Period. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

BASIC QUALIFICATIONS REQUIRED: In accordance with ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, Para 12.2. Eligibility for AGR Tours: Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFI 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. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. IAW DAFI 48-123 para 11.10.2.1 applicants with a concurrent AGR assignment must have a current PHA on file. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. 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. Individuals on a DD Form 469, Duty Limiting Condition Report at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as they meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour. Application packets will be qualified based upon requirements listed in ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, The Air Force Enlisted/Officer Classification Directory and eligibility requirements listed on this announcement. **Members will process through the AGR Continuation Board when serving on an initial AGR tour.**

PAY & ALLOWANCES/MAJOR BENEFITS: AGR personnel receive Base Pay, Basic Allowance for Subsistence, Basic Allowance for Housing; Full medical care in military treatment facilities for AGR member and partial medical care and TRICARE benefits for dependents of AGR member. All AGR personnel are required to participate in electronic funds transfer (EFT) for all payments as a condition of employment per PL 104-134, 26 July 1996, The Debt Collection Improvement Act of 1996.

ADDITIONAL INFORMATION: **When max grade is listed as: E-8, E-9, O-4 – O-6, grade availability is dependent upon state control grade availability.** Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Persons eligible for or receiving a federal retirement annuity are not eligible to apply. Restoration rights for Federal employees accepting AGR tours will be in accordance with Chapter 353, Federal Personnel Manual. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

APPLICATION INSTRUCTIONS: Applications must be sent electronically by email to: trinity.fleur@us.af.mil. **Failure to submit all required documents as outlined below will result in your application not being considered for employment.** IAW ANGI 36-101, all applicants must submit:

1. NGB Form 34-1, *Application for Active Guard Reserve (AGR) Position*.
2. Current Virtual MPF RIP (within 30days).
3. Most recent *Fitness History Report* from myFitness.
4. AF FORM 422 Must be signed and verified within 6 months from your Medical Group.
5. Resume Detailing Experience (Optional).

Please upload all documents, in the order as listed above, as one (1) pdf. Portfolio formats are accepted. The file and email subject line should read as: AGR Application: LastName, FirstName,VA#, JobTitle
EXAMPLE: AGR Application Doe, John, 01-25, Crew Chief

How to combine/merge a PDF:

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1. Click Tools
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3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
6. Click 'Create!' to combine and download your PDF

If you have any questions, please contact SMSgt Trinity Fleur at 572-247-5255.