DEPARTMENT OF THE AIR FORCE
STATE OF MISSISSIPPI

ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT # 26-0718

OPENING DATE: 21 August 2026 CLOSING DATE: 3 September 2026

Position Title: Human Resources & Administration

Unit/Duty Location: 172 AW, Jackson, MS

Min Grade: SSgt/E5
Max Grade: MSgt/E7
UMD Position AFSC: 3F071

Security Clearance: SECRET
PULHES: 2,3,3,2,2,2
ASVAB Requirements: A:59

*Member selected may be demoted based on TAFMS requirements as of the effective date of hire

Area(s) of Consideration: (1) Members of the MS National Guard (Statewide) *(Applications from members not currently assigned to a unit or duty station in MS will not be considered for this announcement)*

Special Note: This FULL-TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32 and United States Code.

Specialty Summary: Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensures mission readiness, personnel accountability, and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Advises commanders and Airmen on career progression, benefits, entitlements, and personnel readiness. Administers assignments, promotions, separations, retention programs, casualty operations, workforce planning, personnel data systems, and compliance inspections. Oversees executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution. Manages military postal operations, ensuring secure and timely processing of official and personal mail in accordance with DAF, United States Postal Service (USPS), and federal regulations. By integrating these diverse functions, HRA professionals enhance strategic personnel management, strengthen organizational cohesion, and contribute directly to the operational success of the Air Force. Related DoD Occupational Subgroup: 151000, 153100, and 155400.

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 webbased 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. Directs and supervises 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), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA) to facilitate efficient mail processing and delivery for authorized users. Administers postal financial services, including postage sales and money orders, while maintaining accountability through accurate records and reporting. Coordinates mail transportation logistics, resolves distribution issues, and monitors air carrier facilities to ensure timely delivery via military and commercial carriers. Handles official mail functions, including receipt, distribution, expenditure tracking, and compliance with Private Express Statutes. Manages contracting officer representative duties for outsourced operations, ensuring regulatory compliance and effective communication within the organization.

Performs other duties as assigned.

Length of Tour: IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years and constitutes 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).
Initial Tour will be 3 years

Appointment: The publication of AGR orders by HRO will be the official appointment into the Mississippi Air National Guard AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

Minimum Qualification Requirements:

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905. (Note: Your full name must be printed on the official copy)
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are not eligible for entry into the AGR Program.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Submit AF Form 422 validated by your medical personnel, current within 12 months.
4. An applicant on a medical profile may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
5. Must meet any Special Requirements outlined in the AFECD/AFOCD.
6. Failure to maintain a security clearance will result in removal from the AGR program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. Enlisted applicant's military grade cannot exceed the maximum UMD military grade authorized. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.2, the intent of the AGR program is to access AFSC qualified individuals. However, any applicant selected that does not possess the AFSC, must sign an agreement to retrain to include the statement in paragraph 5.2.1.1 of ANGI 36-101. Failure to meet and maintain training requirements will result in removal from the AGR program.
10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
11. IAW ANGI 36-101, paragraph 5.10, applicants should be able to attain 20 years of Total Active Federal Military Service (TAFMS) in the AGR career program. Waiver authority of this requirement is The Adjutant General (TAG). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
12. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
14. Eligibility/Mandatory requirements for the AFSC(s) advertised are located in the current AFECD/AFOCD.
15. ASVAB requirements must be met prior to submitting application. Any application received not meeting ASVAB requirements will be disqualified.

Bonus/Incentive Recipients: If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the Mississippi Air National Guard. ***Contact your RETENTION OFFICE MANAGER.***

Equal Opportunity: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status. The management of AGRs will be free of discrimination IAW ANGI 36-7, ANG Military Equal Opportunity Program.

Application Submission Instructions: Submit all forms in their entirety. Additional documents such as resumes, may be included but are not required. **Be advised that applications are not reviewed until after the announcement closes. HRO does not notify members of missing or erroneous information. Incomplete applications will be disqualified.**

Minimum required documents to be submitted (in this order):

Air Force Applicants:

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **AF Form 422** – Must be obtained from your Medical Group. Must be dated within last 12 months
3. **Physical Fitness Report -** Fitness Tracker Report from myFITNESS or current system of record for physical fitness– Official printout from current physical fitness database showing a current, passing score of 75 or higher. Official copy must have your name printed on it. The Air Force Physical Fitness Assessment Scorecard is NOT an acceptable substitution
4. **Records Review (aka RIP)** - Virtual Military Personnel Flight (vMPF) version is preferred but the MilPDS version is acceptable. Print and submit all pages (Do not send a Career Data Brief or PCARS as they do not provide all of the required information to validate qualifications)
5. **College Transcripts** (only when listed as required)
6. **Other Documents** – Resume', special training certificates, etc.

Army Applicants (may apply to un-restricted announcements only):

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **IMR Record** - Most recent Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The PHA date on the IMR must be dated within the last 15 months to be valid
3. **DA Form 3349 -** Physical Profile (if applicable)
4. **DA Form 705** – Army Physical Fitness Test Scorecard
5. **Soldier Record Brief (SRB)**
6. **REDD Report** (enlisted only) – can be obtained through recruiters
7. **College Transcripts** (only when listed as required)
8. **Other Documents** – Resume', special training certificates, etc.

Applications must be sent electronically via GEARS 6.0 and must be received before 2359 hours on the closing date of the announcement to be processed. Any missing required documents will result in disqualification. Submittals of any missing required documents after the closing date will **NOT** be accepted.
GEARS is an automated packet/document routing and tracking system built on a SharePoint platform that implements global management of business processes. It provides both pre-built and custom user-defined workflow. GEARS can be located via the AF Portal by typing GEARS in the AF Portal Search Engine or by copying and pasting the link below into your web browser.

***New GEARS 6.0 website - https://gears.army.mil/dashboard

Step 1: Scan and save **all** application documents as **one (1)** .pdf file (do not send individual pdf files)
Step 2: Save file as: **Announcement # LastName FirstName** (ie. 20-1201 Doe John)
Step 3: Log into GEARS 6.0 - https://gears.army.mil/dashboard
Step 4: Select the **Create a Packet** (located in the upper right header information)
Step 5: In the **Packet Name** field, enter your file name (i.e. 20-1201_Doe_John)
Step 6: For **Organization**, click "Choose", then select applicable organizations to find your unit, ensure "Make this my default organization" is checked, click "Submit". (For MS ANG members: select US Air Force, Air National Guard; for MS ARNG members: select US Army, Army National Guard)
Step 7: For **Packet Type,** click "Choose", then select the "Hiring Actions" icon.
Step 8: Select the blue **Save Draft icon** at the bottom of the screen
Step 9: On the left-hand side under **Discussion/Instructions**, type in Application (required field)
Step 10: Scroll down and enter **Deadline** date (date announcement closes)
Step 11: Under **Packet Files,** click Supporting. Navigate to your saved file and double click the file to be uploaded. If the file is uploaded successfully, you will see the file listed under Support Files.
Step 12: At the top, middle of the page, click on **Enter Assignee**
Step 13: Type my name: **McNeal, James W.**, then click on my name when it appears
Step 14: Under **Action Requested**, select Concur/Nonconcur

Step 15: Click **Save Draft** at the bottom of the screen
Step 16: The **Save Draft** should change to **Submit Packet**, if not, click **Save Draft** again, then **Submit Packet**
Step 17: Log out of GEARS 6.0

**The GEARS platform is not intended to be used for long term storage of files. All applications received through GEARS 6.0 will be downloaded to the HRO network as they are received and deleted from GEARS. Once received, all application documents to include selection documentation become the property of HRO and will not be released to any applicant for any reason.*

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Be sure to allow yourself enough submission time.

*****Applications may be submitted by email ONLY if the GEARS platform is malfunctioning.***

Questions and concerns can be addressed to:

AGR Manager - Air: SMSgt James W. McNeal
DSN: (322) 387-3627 Commercial: (601) 387-3627
james.w.mcneal.mil@army.mil