

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

***ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-26-020

**Closing Date:** 24 April 2026

**Position Title:** Military Personnel Manager

**Location:** 155<sup>th</sup> FSS, Lincoln, NE

**Military Grade Range:** Minimum MSgt/E-7 - Maximum SMSgt/E-8

**Military Requirements:** Designated AFSC for this position is 3F091. Minimum AFSC for this position is 3F071. Must have ASVAB Admin score of 59, be able to lift 40 lbs and have a PULHES of 233222. Must be able to obtain and maintain a Secret security clearance. Must be a US Citizen or a US National only. Non-US Citizens may not apply. See the ANG Waiver Classification Guide for more details on retraining. Promotion to E-8 contingent upon availability of controlled grade.

**Area of Consideration:** All current members of the Nebraska Air National Guard in the grades of E-7 or E-8 with a minimum AFSC of 3F071 may apply for this position.

**Specialty Summary:**

Provide administrative and operational support to Commander, Director of Operations and Senior Enlisted Leader. Knowledge of personnel functions encompass managing military personnel programs with core competencies in program management, administration and counseling of Air Force personnel. Provide oversight and direction of program management functions such as; assignments, promotions, evaluations, classification, leave, retraining, reenlistment, military readiness, manpower, Services functions, retirement, and separation. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions.

**Duties and Responsibilities:**

- 2.1. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment, and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.
- 2.2. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and

identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

2.3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed locations and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

2.4. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

2.5. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

2.6. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

### **Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining 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 functional 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.

3.2. Education. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

3.3. Training. For award of AFSC 3F031, completion of a basic personnel course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 3F051. Qualification in and possession of AFSC 3F031 and completion of all core.

3.4.2. 3F071. Qualification in and possession of AFSC 3F051 and completion of all core.

3.4.3. 3F091. Qualification in and possession of AFSC 3F091. Also, experience managing and operating Personnel programs such as assignments, classifications, promotions, evaluations, readiness, retentions, adverse actions, and casualty operations.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty: 3.5.1.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs, the following are mandatory:

3.5.2.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.2. Must maintain eligibility to access personnel data systems.

★ **Notes: AFR specific requirements:** Retraining into the 3F0 Career Field is limited to E-6 and below for the Air Force Reserve. Only individuals who have obtained the 9-skill level in the 3F0 AFSC may be selected for 3F000 Key, Command, and Joint (KCJ) and 3F000 above-wing level positions in the Air Force Reserve. The 9-skill level must have been earned prior to placement in the 3F000 position.

★**ANG specific requirements:** Retraining into the 3F0 Career Field is limited to E-7 and below. See the ANG Waiver Classification Guide for more details on retraining. A 3F091 must have been earned prior to selection/placement in a 3F000 duty position.

★**Note for ARC Only:** Refer to the 3F Introduction section for FSS SEL position information.

## Application Instructions

Please read the application instructions as there have been changes to the application and process for applying.

### !!!-IMPORTANT NOTICE-!!!

Applications will be screened after the job closing date, not prior unless requested.

Please review your application for accuracy before you submit to HRO.

Nothing will be added to the application after 1600 hours on the closing date.

Application packets sent to [courtney.ybarra@us.af.mil](mailto:courtney.ybarra@us.af.mil) with a subject line of "Job Application AGR-AF-\_-\_(list job announcement number)".

Electronic applicants will be submitted as ONE flowing attachment.

Applications submitted in multiple attachments or adobe portfolios will not be accepted.

Applications submitted in binders or document protectors will not be accepted.

Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

- Candidates may apply by submitting a completed Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1. Reference ANGI 36-101 Para 4.2 the following documents must be submitted. Packets without the appropriate documents or written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes  No    Application NGB Form 34-1, **dated 20131111**. This form can be downloaded from the Nebraska National Guard Opportunities webpage. **Previous versions will not be accepted.** \_\_\_\_\_(Initials)

Yes  No    Current RIP or SURF report **within 12 months of closing date.** \_\_\_\_\_(Initials)

Yes  No    Last 3 Evals (EPB/OPB) – If not current, provide statement addressing missing reports. \_\_\_\_\_(Initials)  
Does not apply to traditional enlisted Airman or if you have not acquired 3 evaluations

Yes  No    Current Point Credit Summary **within 12 months of closing date.** \_\_\_\_\_(Initials)  
Applies to Reserve Component/ANG Only

Yes  No    Current Flying History **within 12 months of closing date.** (if applicable)  
\_\_\_\_\_ (Initials)

Yes  No    Current AF422 or DD2992 **within 12 months of closing date.** \_\_\_\_\_(Initials)  
If forms are not current – contact medical for updated forms or medical memo

Yes  No    Current Fitness Assessment **within 12 months of closing date.** \_\_\_\_\_(Initials)  
Member must provide current documentation showing they meet the **fitness standard score of 75 or higher**

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.*

***The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, sex, religion, national origin or ethnicity.***