

**LOUISIANA NATIONAL GUARD HUMAN RESOURCES OFFICE**

**Air Active Guard Reserve (AGR) Vacancy**

ANNOUNCEMENT NO: LA 1533998-A

OPENING DATE: 21 October 2015

CLOSING DATE: 10 November 2015

UMDA POSITION TITLE: Human Resources Specialist (Military)

UMDA MAX AUTH GRADE: TSG/E6

DUTY AFSC: 3S071

**AREA OF CONSIDERATION:** Current enlisted members in the Louisiana Air National Guard

**OCCUPATIONAL REQUIREMENTS:**

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

**QUALIFICATION REQUIREMENTS:**

- Compatible AFSC: 3S071
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- Minimum acceptable grade: **SSgt/E5**
- This is a supervisory position and recommending official, desires applicant possess a seven-skill level in the required AFSC for all initial appointment.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:**

1. Knowledge of organization, programs, missions, and functions of an ANG Air Operations Group.
2. Knowledge and skill in applying analytical and evaluative methods and techniques to major issues, program goals, objectives, work processes, personnel, training and administrative operation of an Air Operations Group.
3. Knowledge of federal and state personnel policies, procedures, and actions such as selective retention, promotion, demotion, enlistment, separation, accession, retirement, and technical training school enrollment.

4. Knowledge of USAF and NGB directives regarding special programs such as Awards and Decorations, Weight and Body Fat Management (WBFM), automated personnel systems such as MAPPER and PC III.
5. Knowledge of military and dependent Identification and DEERS enrollment processes, Military and Civil Service personnel systems, including unit accession, promotion, and retention procedures as they relate to personnel morale and advancement opportunities and boundaries and standards of legal and ethical conduct.

#### **SUMMARY OF DUTIES:**

-- Manages the day-to-day operations of the military personnel function. Prepares formal requests for filling vacancies and selects (or participates in the selection of) personnel from lists of eligibles. Formulates and conducts training programs for assigned military personnel specialists and conducts informal training to broaden employee skills. Prepares formal requests and recommendations for promotions, reassignments, and disciplinary actions. Receives formal grievances, resolving those that can be resolved at own level. Keeps supervisors informed of all aspects of personnel programs, to include merit promotion, position classification, etc. Maintains controls to ensure timely submission of OPRs. Reviews computer products, special orders, and other source documents to ascertain when officer performance and training reports are required. Forwards computer produced OPR notices to rating and reviewing officials for action. Provides technical assistance to rating, additional rating, and endorsing officials for completion of reports. Maintains a suspense system to ensure timely receipt of OPRs from rating, additional rating, and endorsing officials. Reviews completed reports for accuracy and completion, inputs OPR data to Base Level Military Personnel System (BLMPS), and forward for inclusion in command and master personnel records. Maintains data that will identify late reporting trends. Administers the officer promotions and airman promotion/demotion programs. Maintains a suspense of all Reserve Officer Personnel Management Act (ROPMA) promotions and promotions to first lieutenant. Coordinates with unit commanders for recommendations on unit vacancy promotions. Prepares and processes officer promotion for Reserve Officer Personnel Management Act (ROPMA) recommendations. Creates and coordinates promotion boards for unit vacancy. Forward conclusions to State Headquarters for coordination with the National Guard Bureau. Reviews enlisted promotion requests for accuracy.

-- Monitors the participation and duty status of assigned guard members. Maintains a record of absences. Serves as independent verification source concerning unsatisfactory participation in education and assistance cases. Reviews all requests for discharges and transfers to Individual Ready Reserve (IRR) of all members who fail to participate satisfactorily. Reviews and monitors all administrative discharges and resignations. Performs preliminary counseling as an integral part of the administrative discharge. Coordinates with State Headquarters as approving authority for all discharges and resignations. Schedules personnel for separation and retirement processing. Coordinates through unit of assignment to advise members of processing and counseling appointments. Conducts Retirement Briefing for retiring personnel and processes applications for retirement as required. Monitors extensions and cancellations of extensions of enlistment and reenlistment processing. Processes and reviews waivers for reenlistment or separation. Formulates, develops, and directs the implementation of policies and procedures affecting Personnel functions. Recognizes need for, initiates action, and directs or personally formulates new administrative policies and procedures, recommending changes designed to improve personnel efforts or services, such as the Officer Accession Program. Analyzes NGB and Air Force regulations and directives pertaining to Quality Force management to determine the effect on the Group. May be appointed Test Control Officer (TCO). Monitors the flight status codes in the personnel data system, as required. Ensures the input and accuracy of all data located in the Personnel System, that is identified as a responsibility of the Quality Force section. Designs computer products to audit the accuracy of data that is responsibility of the work centers. Exercises responsibility for the timely operation of the Selective Retention Program. Schedules

production of the notification roster. Maintains the unit data and completes suspense actions. Monitors individuals not selected to ensure that follow-up action is taken for separation. In the absence of a unit Security Officer, incumbent directs, coordinates, and oversees the Personnel Security Program in accordance with AOC Security directives. Exercises responsibility for the unit input from initiation to completion of all types of security clearances for unit personnel. Monitors and tracks status of security clearances, utilizing automated system ensuring the unit's mission is not impacted due to lack of clearances for AOC personnel. Coordinates with Defense Security Systems (DSS) for completion of security clearances. Serves as unit Awards and Decorations Monitor.

-- Performs other duties as assigned.

#### **EVALUATION PROCESS:**

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

#### **APPLICATION PROCEDURES:**

- NGB Form 34-1 (**clearly print your e-mail address on top of form and/or include in resume**)
- AGR LA Form 690-171-3
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Two full length photographs (snapshots acceptable)
  - (1) one in service dress
  - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- \* Copy of latest Periodic Health Assessment (PHA) date within 1 year.
- \* Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- **\* Not needed by current AGR members of Louisiana National Guard**

**LOCATION: 259<sup>TH</sup> ATCS, ALEXANDRIA, LA**

**This position is located in an Air National Guard (ANG), Component Numbered Air Force (cNAF), Air Operations Group (AOG). Serves as the military personnel technician to provide technical and administrative oversight of the following programs: Officer Performance Report (OPR), Retention, Appointments, Officer and Enlisted Promotions, Base/Unit Awards and Decorations, Reenlistment, Personnel Utilization and Management, Quality Force, Customer Assistance and Base Supported Functions. Assists the Director of Readiness and Support and Commander in the overall management of all military personnel programs. Incumbent**

**coordinates directly with State Headquarters and with other military personnel offices as appropriate.**

**TECHNICIAN ANNOUNCEMENT:** This position is also being advertised under Technician Vacancy Announcement LA 1533998-T which is open until 10 November 2015. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

**\*\*\*LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336\*\*\***

### **How to Apply**

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, TSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. **Confirmation of receipt of application is the responsibility of the applicant.** POC is TSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.