

**LOUISIANA NATIONAL GUARD HUMAN RESOURCES OFFICE**

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

ANNOUNCEMENT NO: LA 1696314-A

OPENING DATE: 6 May 2016

CLOSING DATE: 26 May 2016

UMDA POSITION TITLE: Human Resources Assistant (Military)

UMDA MAX AUTH GRADE: MSgt/E7

DUTY AFSC: 3A171

**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: 3S0X1, 3D0X2, 3S2X1, 3S3X1
- 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/E-5** promotable to: **TSgt/E-6**

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

1. Knowledge of, and skill in applying, an extensive body of military human resources rules, procedures, and operations sufficient to process a wide variety of military human resources (HR) actions/transactions and/or non-standard HR support work; planning, coordinating, developing and/or resolving support problems in one or more HR specialist areas.

2. Ability to apply that information to complex and unusual military HR questions and issues. In dealing with military personnel and their families, the incumbent is expected to possess skill in interpersonal relationships, because decisions significantly impact those individuals.

## **SUMMARY OF DUTIES:**

-- Performs clerical and/or technical work assignments in one or more of the following three broad areas of military human resources work: military human resources staffing, military personnel status, and/or military human resources relations. Work is normally case oriented and deals with military members and/or their dependents. Work involves difficult and challenging problems where results, decisions, and recommendations significantly affect the military career of individuals. Additionally, the position provides authoritative guidance and explanations concerning human resources matters to supervisors and personnel, and serves as a final clerical reviewer or action officer of military human resources transactions performed by lower graded personnel, functioning as an authority in the interpretation of rules, regulations, and the application of precedents governing such determinations.

-- Prepares and processes unusual and non-routine military human resources staffing transactions involving such things as direct appointments from civilian or military status, prior service enlistments, pilot/navigator/weapons systems officer trainee programs, officer/warrant officer training programs, federal recognition problems, transfers, classification and other board generated actions, selective retention actions, retirements, administrative waivers, line of duty investigations, and other difficult individual cases which require highly specialized and technical knowledge of human resources regulations and interpretive decisions. Assembles and examines any supporting evidence to establish conditions existing during situations and times in question. Reviews military human resources records, board testimony and proceedings, organizational records, and civilian records, and applies information gathered to laws, regulations, directives, procedures, and precedent case decisions in determining correct actions to follow.

-- Carries out various duties and responsibilities associated with military personnel status actions, to include the maintenance and application of information and data contained in individual human resources records. Inputs information into automated personnel reporting and maintenance systems, and ensures the resolution of errors based on reconstruction of events involving research and evaluation of supporting documentation. Investigates and resolves questions and appeals relating to personnel status to include such areas as officer and enlisted effectiveness evaluations, promotion eligibility, fitness for duty determinations, retirement entitlements, disciplinary actions, administrative discharges, extensions of enlistment, and various waivers relating to such actions.

-- Performs duties and resolves problems identified with various military human resources relations programs. Administers all actions pertaining to special recognition programs to include trophies, awards, and decorations. Ensures members and supervisors are aware of such programs and the regulations and procedures which govern them. Provides assistance and advice to members concerning various life insurance programs and survivor benefit options. Serves as primary point of contact to ensure dependents are assisted and are provided all benefits for which they are eligible, in the event of a loss of a military member either through a military or nonmilitary related occurrence.

-- Performs assignments of procedural and or substantive processing of human resources transactions.

-- Performs various administrative duties relating to military personnel involving the composition and distribution of correspondence, publications, reports, special orders, etc. Maintains office files, publications library, control of mail and messages. Performs typing duties not requiring a typing qualification.

-- 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**)
- NGLA-JPM-HA 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.
- 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.
- Two full length photographs (snapshots acceptable)
  - (1) one in service dress
  - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of last three performance reports showing an overall EPR rating of 5.
- 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 AF Form 422
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Letter of Recommendation(s) (If Applicable)
- Other additional documentation (If Applicable)

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

**This position is located in an Army or Air National Guard organization or unit tasked with the responsibility for performing clerical and/or technical military human resources (HR) work. Its purpose is to perform work of either type in one or more of three broad areas: military human resources staffing, military personnel status, and military human resources relations. Assignments are typically case oriented and involve final decisions and recommendations, which are of major significance to affected military personnel and their dependents.**

**TECHNICIAN ANNOUNCEMENT:** This position is also being advertised under Technician Vacancy Announcement LA [1696314-T](#) which is open until 26 May 2016. 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, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: [cassie.l.ellis.mil@mail.mil](mailto: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 MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.