

## LOUISIANA NATIONAL GUARD HUMAN RESOURCES OFFICE

### Air Active Guard Reserve (AGR) Vacancy

ANNOUNCEMENT NO: 004-16

OPENING DATE: 22 March 2016

CLOSING DATE: 5 April 2016

UMDA POSITION TITLE: Force Support Manager CEM

UMDA MAX AUTH GRADE: CMSgt/E9

DUTY AFSC: 3S000

**AREA OF CONSIDERATION:** Current enlisted AGR 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: 3S091/3S291/3M091
- 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: SMSgt/E8 promotable to: CMSgt/E9
- **Must have completed the Senior Noncommissioned Officer Academy(SNCOA)**
- **Must have a minimum of 3 years supervisory experience.**
- Must be able to effectively manage/lead multiple subordinates regardless of limiting factors due to mission or personnel.
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Must ensure all subordinate's training requirements and job capabilities are met/above standard.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909,

*Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

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

1. Ability to read, understand, interpret, and administer laws and directives.
2. Ability to deal cooperatively with others to obtain needed information, to complete/meet required suspense/deadlines and to explain decisions or recommendations to leadership/interested parties.
3. Ability to independently identify weaknesses and develop solutions that are effectively implemented with successful results.
4. Ability to supervise AGR, Technician, and traditional subordinate employees which includes: developing and administering standards, appraisals and training plans, and directing/prioritizing tasks.
5. Ability to plan, direct, organize, and oversee the activities of military human resources programs.
6. Ability to effectively communicate both orally and in writing with all levels of personnel to include National Guard Bureau.

**SUMMARY OF DUTIES:**

-- Directly supervises and provides technical and administrative supervision to the Personnel Systems, Customer Service, Career Enhancements, Employments, Relocations, and Readiness functions of the MPF. May perform military human resources work in any of these program areas. Resolves technical/policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Assists in the overall management of all military human resources programs. Provides direct support to wing, geographically separated units (GSU), tenant units, all assigned personnel, their dependents, and retired members.

-- Plans, organizes and directs the activities of military human resources programs, ensuring that the Military Personnel Flight complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the MPF performing customer service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, Relocations, and Readiness. Plans and develops policies, procedures, and goals for the effective administration, direction, management, and operation of the function. Analyzes workload and provides guidance to ensure specific goals are met. Receives analysis reports and, from these, directs necessary actions to ensure adverse trends are corrected. Evaluates the status of automated and manual human resources functions.

-- Serves as the MPF Commander's technical advisor for all personnel functions within the military human resources program areas supervised. Keeps supervisor informed of significant issues and problems related to work accomplishment. Executes management policies by developing and implementing internal procedures and plans of action, establishing conformance to those policies. Takes action to solve problems, increase effectiveness, handle special projects,

correct unsatisfactory conditions, etc. Develops goals and objectives that integrate wing organizational and Military Personnel Flight objectives. Researches, interprets, analyzes and applies Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force (AF), and Department of Defense (DOD) guidelines, policies, regulations, etc. Establishes policies and procedures for accomplishment of military human resources programs. Serves as the Test Control Officer. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Approval level for upgrades, downgrades, and withdrawal of AFSCs at wing/base level.

-- Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves leave, ensures orientation of new employees, provides training, evaluates performance, initiates action to re-describe positions, recommends awards when appropriate, approves within grade increases, and resolves disciplinary problems. Base level of work supervised is GS-09. Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of customer service functions and operations. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Provides advice, guidance, and direction on a wide range of military personnel programs. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Supports affirmative action with consideration of equal employment opportunity in all aspects of personnel actions. Keeps employees informed of National Guard Bureau (NGB), state, wing goals, objectives, and policies, and informs management of employee input and concerns. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment.

-- 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 latest Periodic Health Assessment (PHA) date within 1 year.
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.

## **LOCATION: 159<sup>TH</sup> FW, NAS-JRB, BELLE CHASSE, LA**

**This position is located in the Military Personnel Flight (MPF), Mission Support Group at an Air National Guard flying wing. Its primary purpose is to serve as a first level supervisor over the Force Management Section, with responsibility to plan, direct, organize, and oversee the activities of military human resources programs.**

**\*\*\*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 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.