

Louisiana National Guard



JFHQ-LA NGLA-JPM-HA
5445 POINT CLAIR ROAD
GILLIS LONG CENTER
CARVILLE, LA 70721

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: LA 10060546-A

OPEN DATE: 10 OCT 17

CLOSING DATE: 24 OCT 17

POSITION: HR Specialist (Military/Information Systems)

UNIT/LOCATION:

**159th Force Support Squadron
Belle Chasse, LA**

This position is located in the Military Personnel Flight (MPF), Mission Support Group at an Air National Guard (ANG) flying wing. Its primary purpose is to plan, organize, administer, and troubleshoot the operation and data base integrity of the Military Personnel Data System in support of military human resources management functions. Serves as the primary point of contact to ensure the effective operation of satellite human resources interface with United States Air Force (USAF) servers and related human resources computers both hardware and software. Provides training on utilization of the different components of the Military Personnel Data System (MILPDS). Provides technical guidance regarding the overall scope of the MILPDS and interfacing systems to identify and solve personnel system related problems, which could inhibit or prevent a high state of readiness.

AFSC: 3S091
MINIMUM RANK / GRADE: MSgt / E-7
MAXIMUM RANK / GRADE: SMSgt / E-8

TECHNICIAN ANNOUNCEMENT:

This position is also being advertised under Technician Vacancy Announcement LA 10060546 which is open until 24 OCT 2017. 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*****

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO CURRENT ENLISTED AGR MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. THIS IS A SUPERVISORY POSITION AND APPLICANTS MUST HAVE COMPLETED THE SENIOR NONCOMMISSIONED OFFICER ACADEMY (SNCOA) COURSE TO APPLY. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT GIVEN IN THE QUALIFICATION PROCESS.

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME AND LETTERS OF RECOMMENDATION ANY ADDITIONAL DOCUMENTATION NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTATION LISTED ON THE ANNOUNCEMENT.



All Applicants must scan / submit via email the following documents in the order that they are listed:

- Cover letter**, typically provides detailed information on why you are qualified for the job.
- NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position. *(announcement number and position title must be annotated on the form)*
- Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- Copy of State Driver's License** *(photocopy of both sides)*
- Current Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- Enlisted Performance Report, EPR** *(current within 12 months)*
- Letter of Recommendation**, required when EPR is not available from the military command.
- Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).
- Copy of AF WebHA**, Web Based Health Assessment *(current within 12 months)*
- Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*
- Assessment Questionnaire** *(This document is the last three pages of announcement)*

Area of Consideration

- This position is **open to current enlisted AGR members of the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- 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.

Qualifications Requirements

- Compatible AFSC: **3S091**
- 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.
- Member must possess a seven-skill level in the required AFSC.
- 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.

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.

Duties and Responsibilities

- Provides broad management advisory services. Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Provides direction and gives advice to section chiefs and representatives of serviced organizations on methods of approach to systems related discrepancies discovered through analysis. Monitors corrective actions and resolves technical problems.
- Monitors the overall operations of the Military Personnel Data System. Plans, directs and performs system management, quality assurance, system inquiry, trend analysis, small computer operations/management and system research. Provides guidance and assistance to unit commanders and user personnel on management capabilities of the system through the use of pertinent management information readily available.
- Provides staff advisory guidance to the MPF, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the Military Personnel Data System in specific, and the human resources military program in general. Interprets manuals, regulations, instructions, and other correspondence to determine the impact on the Military Personnel Data System.
- Coordinates with AF, Air Reserve Personnel Center, the National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Serves as the MPF liaison for systems with higher headquarters, MPF work functions, unit commanders, etc.
- Administers Military Personnel Data System training programs for the MPF and other users of the system. Performs formal and informal training on utilization of the Military Personnel Data System, and other related systems to all users. Researches, develops, reviews, and updates training materials to include training outline, lesson plan, and charts.
- Analyzes and compares data between the military personnel data system and interfacing systems. Analyzes products by comparing and verifying data for mismatched or missing data. Identifies discrepancies, takes corrective actions, and reports to appropriate functional OPR.
- Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the human resources career field.
- Directs, manages and controls the operation and maintenance of the Personnel Concept III (PC III) system. As the Endpoint System Administrator (ESA), the incumbent is responsible for development of local usage policy, plans, programs, installation, operation and maintenance for this system. Updates users on current system information and informs users on how to extract and use of information that is pertinent to their organization.



- Provides system administration and performs system management. Analyzes organization structure and unit commanders' needs to ensure each organization supported has access to only the records they need. Controls system security. Establishes user ID's and Passwords. Analyzes user actions within PCIII. Takes necessary action to correct any security violations or abuse of the system. Uses UNIX and DOS commands to correct any security violations or abuse of the system.
- Monitors and controls the input/output for PCIII. Manages, schedules, composes, modifies and retrieves query products, in specified formats for internal and external users. Coordinates with host system manager to ensure incoming human resources data traffic is processed completely, timely and in proper sequence. Constructs, maintains and makes changes to local and central tables and coordinates changes to these tables.
- Serves as the DEPCON systems administrator. Performs comprehensive print management and file-distribution for mixed platform networks: to include routing, print files, producing hard copies, electronic distribution, shared resource file distribution, archiving, and backups.
- Serves as Automatic Data Processing Equipment custodian for PC III and local unit computer hardware.
- Prepares comprehensive human resources management reports. Receives, evaluates and processes requests and when necessary, develops specialized products to meet unique analytical needs using programming software such as Discoverer Query Tool, and Microsoft Office applications to prepare, maintain, and produce executive reports.
- Develops, establishes and maintains work function training programs. Plans and schedules tasks and training activities for traditional status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished.
- Performs other duties as assigned.

Submission of Your Application

Application packets must be scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, until 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.



Assessment Questionnaire Preview

Office

Louisiana National Guard

Assessment Name

0201-09-D1621000-LANG

Vacancy (or Template)

10060546

Rating Method

Weight-Based

Rating Combinations

GS-0201-9

Scoring Method

Competency-level

Date Created

10/5/2017 16:39 EDT

FULL NAME:

RESPONSE TYPE: Instructions

Please answer the following multiple choice questions below to the best of your knowledge.

SCALE: Yes/No (Default)

Select "Yes" or "No" to the following question(s).

RESPONSE TYPE: Multiple Choice - Single Select

-*1. GENERAL EXPERIENCE: Do you possess experience, education or training which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management; experience using computer and automation systems?

- A. Yes
- B. No

-*2. SPECIALIZED EXPERIENCE: Do you possess at least Twenty-Four (24) months of experience, education, or training involving the administering, delivering, maintaining, advising, and adapting basic concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements which has provided the candidate with the Knowledge, Skills, and Abilities listed below?

- A. Yes
- B. No

COMPETENCY ID: 140

Information Management Identifies a need for and knows where or how to gather information; organizes and maintains information or information systems.

SCALE: Technical Competence

For each technical area below, select the response that most accurately describes your current level of experience and demonstrated capability.

*3. Have an in-depth understanding of planning, directing, organizing and management of all activities dealing with Air Force/Air National Guard Human Resource Programs, Personnel Readiness, Personnel Contingency Operations (PERSCO) and AFSC upgrade training plans/programs?

- A. I have no knowledge or demonstrated capability in this technical area.
- B. I can demonstrate an understanding of the fundamental concepts involved in this technical area. I will require formal training and close supervision to perform this work.
- C. I can demonstrate an understanding of some advanced concepts within this technical area and am capable of working on most projects in this technical area with moderate assistance. I am able to perform this work with minimal supervision.
- D. I can demonstrate an understanding of many advanced concepts within this technical area and am capable of mentoring others on some projects in this technical area. I am able to perform this work without supervision except in the most complex situations.
- E. I can demonstrate an understanding of most advanced concepts within this technical area. I am considered an expert in the field and am frequently consulted by others about this technical area. I am responsible for mentoring and training others in this technical area.

*4. Have an in-depth understanding of planning, organizing and conducting inspections in accordance with the Air Force Inspection System as well as fluency in Management Internal Control Toolset (MICT) programs and Inspector General Evaluation Management systems for Wing Inspection Team?

- A. I have no knowledge or demonstrated capability in this technical area.
- B. I can demonstrate an understanding of the fundamental concepts involved in this technical area. I will require formal training and close supervision to perform this work.
- C. I can demonstrate an understanding of some advanced concepts within this technical area and am capable of working on most projects in this technical area with moderate assistance. I am able to perform this work with minimal supervision.
- D. I can demonstrate an understanding of many advanced concepts within this technical area and am capable of mentoring others on some projects in this technical area. I am able to perform this work without supervision except in the most complex situations.
- E. I can demonstrate an understanding of most advanced concepts within this technical area. I am considered an expert in the field and am frequently consulted by others about this technical area. I am responsible for mentoring and training others in this technical area.

COMPETENCY ID: 959

HR Information Systems Application Use information systems to accomplish HR work functions.

*5. Have an in-depth understanding of Human Resources computer data programs. (Ex: Military Personnel Database (MilPDS), Name Tag Readiness Database, Defense Enrollment Eligibility Reporting System, Deliberate Crisis Action & Execution, Defense Casualty Processing System, or Personnel Records Display Application)?

- A. I have no knowledge or demonstrated capability in this technical area.
- B. I can demonstrate an understanding of the fundamental concepts involved in this technical area. I will require formal training and close supervision to perform this work.
- C. I can demonstrate an understanding of some advanced concepts within this technical area and am capable of working on most projects in this technical area with moderate assistance. I am able to perform this work with minimal supervision.
- D. I can demonstrate an understanding of many advanced concepts within this technical area and am capable of mentoring others on some projects in this technical area. I am able to perform this work without supervision except in the most complex situations.
- E. I can demonstrate an understanding of most advanced concepts within this technical area. I am considered an expert in the field and am frequently consulted by others about this technical area. I am responsible for mentoring and training others in this technical area.

COMPETENCY ID: 140

Information Management Identifies a need for and knows where or how to gather information; organizes and maintains information or information systems.

*6. Have an in-depth understanding of Military Personnel Section operations and Installation Personnel Readiness?

- A. I have no knowledge or demonstrated capability in this technical area.
- B. I can demonstrate an understanding of the fundamental concepts involved in this technical area. I will require formal training and close supervision to perform this work.
- C. I can demonstrate an understanding of some advanced concepts within this technical area and am capable of working on most projects in this technical area with moderate assistance. I am able to perform this work with minimal supervision.
- D. I can demonstrate an understanding of many advanced concepts within this technical area and am capable of mentoring others on some projects in this technical area. I am able to perform this work without supervision except in the most complex situations.
- E. I can demonstrate an understanding of most advanced concepts within this technical area. I am considered an expert in the field and am frequently consulted by others about this technical area. I am responsible for mentoring and training others in this technical area.

SCALE: Experience/Demonstrated Capability (Higher Complexity)

For each item, select the one response that most accurately describes your current level of experience and capability using the scale below.

*7. Have experience with supervision, mentorship, and development of subordinate AGR, Federal Technician and Drill Status Guardsman subordinate employees?

- A. I have no experience in performing this work behavior, but I am willing to learn.
- B. I have limited experience in performing this work behavior. I have had exposure to this work behavior but would require additional guidance, instruction, or experience to perform it at a proficient level.
- C. I have experience performing this work behavior across routine or predictable situations with minimal supervision or guidance.
- D. I have performed this work behavior independently across a wide range of situations. I have assisted others in carrying out this work behavior. I seek guidance in carrying out this work behavior only in unusually complex situations.
- E. I am considered an expert in carrying out this work behavior. I advise and instruct others in carrying out this work behavior on a regular basis. I am consulted by my colleagues and/or supervisors to carry out this work behavior in unusually complex situations.

COMPETENCY ID: 959

HR Information Systems Application Use information systems to accomplish HR work functions.

*8. Can effectively communicate written and verbally both vertically and horizontally with chain of command; clearly convey information and analysis on all Human Resource matters as directed by leadership for sound decision making?

- A. I have no experience in performing this work behavior, but I am willing to learn.
- B. I have limited experience in performing this work behavior. I have had exposure to this work behavior but would require additional guidance, instruction, or experience to perform it at a proficient level.
- C. I have experience performing this work behavior across routine or predictable situations with minimal supervision or guidance.
- D. I have performed this work behavior independently across a wide range of situations. I have assisted others in carrying out this work behavior. I seek guidance in carrying out this work behavior only in unusually complex situations.
- E. I am considered an expert in carrying out this work behavior. I advise and instruct others in carrying out this work behavior on a regular basis. I am consulted by my colleagues and/or supervisors to carry out this work behavior in unusually complex situations.

COMPETENCY ID: None

SCALE: Yes/No (Default)

Select "Yes" or "No" to the following question(s).

*10. I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct and provided in good faith. I understand that if I make an intentional false statement or commit deception or fraud in this application or its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C 1001); my eligibilities may be canceled; I may be denied an appointment; or I may be removed and debarred from Federal Service (5 C.F.R Part 731). I understand that any information I give may be investigated. I understand that responding "No" to this item will result in my not being considered for this position.

- A. Yes
- B. No