

Louisiana National Guard



JFHQ-LA, NGLA-JPM-HA
JACKSON BARRACKS
6400 SAINT CLAUDE AVE
NEW ORLEANS, LA 70117

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: LA 10151816-A

OPEN DATE: 28 FEB 18

CLOSING DATE: 20 MAR 18

POSITION: HUMAN RESOURCES SPECIALIST
(MILITARY)

UNIT/LOCATION:
159th Force Support Squadron
Belle Chasse, LA

This position is located within a Military Personnel Flight (MPF) of an Air National Guard (ANG) flying wing. This comprehensive description covers five programs/specialties within the Air National Guard Military Personnel Flight. The primary purpose is to administer and accomplish functions of one or more of the following human resources programs: Career Enhancements, Customer Service, Employments, Relocations, and/or Readiness.

AFSC: 3F071
MINIMUM RANK / GRADE: SSgt / E-5
MAXIMUM RANK / GRADE: MSgt / E-7

TECHNICIAN ANNOUNCEMENT:

This position is also being advertised under Technician Vacancy Announcement [LA 10151816](#) which is open until [20 MAR 2018](#). 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. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA ANY ADDITIONAL DOCUMENTS 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 DOCUMENTS 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.
- ❑ **Two full length photographs with white background** *(snapshots acceptable)*
 - *one in service dress*
 - *one in light blue shirt/blouse long or short sleeves*
- ❑ **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 80 or higher for entry into the AGR program).
- ❑ **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).*

Area of Consideration

- This position is **open to current enlisted AGR members in 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: 3F0XX**
- **Minimum acceptable grade: E-5**
- **Maximum acceptable grade: E-7**
- 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.
- 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.
- 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.

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

- Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. Provides guidance and assistance on unit program(s) for which responsible. Provides training to supervisors on all military human resources issues. Analyzes data and subsequent determinations regarding any number of human resources matters that may involve or affect AGRs, drill status guardsmen, and/or family members. Advises supervisors or managers within unit when actions may affect productivity or mission. Conducts staff visits and trains personnel (AGRs), traditional drill status guardsmen, supervisors, managers, etc.) within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote a full understanding of all aspects of the assigned program(s). Provides commanders, supervisors, and the MPF staff with a variety statistical data reports pertaining to military HR issues to assist in HR management decisions. Accomplishes/oversees the accomplishment of technical support work in each of the functional areas within this program area.
- Plans, directs, controls and provides advisory services on all aspects of the Career Enhancement program for both Active Guard Reserve (AGR), unit drill status guardsmen, full time technicians and potential members. Develops internal policies and procedures governing administration of the following programs: Officer Performance Report/Enlisted Performance Report (OPR/EPR), and officer, enlisted promotions and enlisted demotions. Monitors monthly reports on performance raters and changes of raters to maintain an accurate record.
- Develops wing readiness plans for the administration of contingencies and mobilizations. Determines human resources requirements in support of mobilization. Coordinates with gaining Major Commands (MAJCOMs), Headquarters, Personnel Readiness Center (PRC), National Guard Bureau (NGB), and unit commanders regarding all matters concerning the activation and/or deployment of forces.
- Performs other as duties as assigned.

Submission of Application

Application packets must be scanned to: cassie.l.ellis.mil@mail.mil in one pdf file or via AMRDEC SAFE (<https://safe.amrdec.army.mil/safe/>) 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.

