

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: 004-19

OPEN DATE: 14 FEB 19

CLOSING DATE: 7 MAR 19

POSITION: PERSONNEL SPECIALIST

UNIT/LOCATION:

**159th Operations Group
New Orleans, LA**

The primary purpose of the position is to perform personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander's Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures.

AFSC: 3F051
MINIMUM RANK / GRADE: A1C / E-3
MAXIMUM RANK / GRADE: SSgt / E-5

*****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 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.
- ❑ **Full length military service dress photograph with white background** *(snapshots acceptable)*
- ❑ **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 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 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: 3F051**
- **Minimum acceptable grade: E-3**
- **Maximum acceptable grade: E-5**
- Member must possess a **SECRET** security clearance.
- Member 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

- Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.
- Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports.
- Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Manages the Virtual Out Processing vOP in the Military Personnel Flight. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF). Maintains files of correspondence, directives, instructions, and other publications.
- Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits.
- Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.



- Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, in processing, squadron information, and enlisted and officer professional military education. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions. Requisitions and maintains current study reference material for the airman promotion system. Assigns members to an AEF. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.
- Performs Personnel Support for Contingency Operations (PERSCO) functions.
- Performs other duties as assigned.

Submission of Application

Application packets must be scanned to: ng.la.laarng.mbx.agr-branch-air@mail.mil in one pdf file or via AMRDEC SAFE (<https://safe.amrdec.armv.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.

