

Texas Air National Guard
Air Active Guard Reserve (AGR) Vacancy

THIS IS A 15 DAY ANNOUNCEMENT

ONE POSITION: STATEWIDE (TXANG ONLY)

<u>Announcement Number:</u> 149-AGR-12-24	<u>Announcement Date:</u> 26 January 2012	<u>Closing Date:</u> 08 February 2012
<u>Position Details:</u> PD Title: Human Resources Specialist (Military) Military Title: PERSONNEL CRAFTSMAN	<u>Required AFSC:</u> 3S0X1	<u>Military Grade Requirements:</u> SSgt/E-5 NTE TSgt/E-6
	<u>Military Position #:</u> (0148) 003360080J	<u>Funding Availability:</u> AGR Funded
<u>Duty Organization/Location:</u> 149FW/FSS	<u>Position Description #:</u> N/A	<u>Trainees Accepted:</u> No
<u>Selecting Official:</u> 149FW/FSS	<u>Military Reference:</u> AFECD, 02 August 2011	<u>Concurrently Advertised:</u> Air Technician Annc#: NONE

SUMMARY

Advises and briefs assigned/servicing military service members, commanders, and commander support staff on military personnel issues while managing programs or portions of programs such as:TXANG E8/E9 selections, enlisted/officer accessions, assignments/re-assignments, full time selections, manpower change requests, Manpower Programming & Execution System (MPES), Unit Personnel Manning Roster (UPMR), controlled grades, AF FM 2096 personnel action requests, special duty assignment pay, foreign language proficiency pay, promotions, demotions, evaluations/appraisals, separations, retirements, retention, re-enlistments/extension of enlistments, selective retention, sanctuary, classification, personnel reliability, personnel readiness, deployment execution, duty availability, duty status, career status bonus, aviation continuation pay, line of duty, federal and state awards/decorations, case management system, Active Guard Reserve (AGR) & Technician programs, Air Force Recruiting Information Support System (AFRISS), Command Human Resource Intelligence System (CHRIS), Retrieval Application Website (RAW), Air National Guard Order Writing System (AROWS), vMPF (virtual military personnel flight) and vPC-GR (virtual processing for Guard & Reserve) customer assistance/web transaction processing, thrift savings plan (military & civilian), Defense Enrollment Eligibility Reporting System, Service Group Life Insurance, vRED (virtual record of emergency data) review, and Casualty Assistance Representative (CAR) functions, DD Form 214 certificate of release or discharge, electronic personnel records incorporating personnel records display application (PRDA), military personnel data system (MILPDS), and Defense Civil Personnel Data System (DCPDS), wing in & out processing, and provides counseling regarding benefits/entitlements (military, civilian & dependent), and career progression. Reviews electronic personnel records, interviewing service members ensuring accuracy of information maintained utilizing source documents, transaction registers, and management products performing personnel action updates as required. Prepares and processes documentation for administration of quality control programs. Reports discrepancies and recommends corrective action. Maintains files of correspondence, directives, instructions, regulations, and other publications in support of all above mentioned programs while preparing related reports, documents and statistical data also. Oversees personnel training, activities, and functions of subordinates which supervising in AFTR. Trains and inspects commander support staff (CSS) personnel activities on compliance with policies and directives, plus monitors personnel actions for timeliness, propriety, and accuracy. Serves as technical advisor to comptroller flight for leave guidance. Maintains suspense system for personnel actions and correspondence. Trains and performs Personnel Support for Contingency Operations (PERSCO) functions maintaining required military mobility and readiness status while meeting all required AFSC upgrade training requirements also.

QUALIFICATION REQUIREMENTS

ASVAB skill level required for retraining into **3S0X1: A=41**

CONDITIONS OF EMPLOYMENT

1. Must be medically qualified under the provisions of AFI 48-123v2. An Induction physical must be conducted within 24 months prior to entry on AGR duty. An AF Form 422 must be completed if physical is more than 30 days old. HIV Test cannot be more than six (6) months old prior to the tour start date. Personnel Age 40 or older are required having a Risk Index calculated, if it exceeds 10,000 a stress EKG is required. Retention Physicals (Every five years) and Flight Physicals are not valid physicals for accession into the AGR Program.
2. Reference ANGI 36-101
3. Must be eligible to acquire a minimum of 20 years of active duty prior to his/her mandatory separation date or age 60. (Exceptions may be considered by The Adjutant General).
4. Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
5. Individuals must NOT be eligible for, or receiving, an immediate Federal (military or civilian) annuity.

INSTRUCTIONS FOR APPLYING

1. Interested applicants must submit the following mandatory documents.
 - **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.** Announcement number and position title must be annotated on this form.
 - **Copy of Records Review RIP within last 30 days.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**). Records Review RIP must be no more than 30 calendar days old.
 - **AF Form 422, Notification of Air Force Member's Qualification Status within last 12 months and AF 469, Duty Limiting Condition Report (if applicable).** **Fit to Fight AF Fitness Management Assessment** must be **no more than 12** months old. For Air Force/Air National Guard you can obtain your fitness assessment from you're the AF Portal, AFFMS – AF Fitness Management System.
 - **DD Form 214s (if applicable)**
2. Incomplete/expired paperwork will NOT be considered.
3. Other documents (EPRs/OPRs, Resume, etc.) are optional.

COMPLETION OF APPLICATION

Applicants must type or print in legible dark ink, **SIGN AND DATE** each application. Failure to sign and date these forms in **ORIGINAL SIGNATURE** will result in non-consideration. **Fax will not be accepted.** Applications will only be accepted if they are physically received in the Human Resource Office by **1600 hours** on the closing date of the announcement. No exceptions will be made.

SUBMITTING YOUR APPLICATION

MAIL APPLICATIONS TO:

Texas Air National Guard
149th AGR Manager
107 Hensley Street Ste 2
Lackland AFB, TX 78236-0103

CONTACT INFORMATION:

DSN: 945-5535
COMM: (210) 925-5535
Tue-Fri, 0800-1600

REMARKS

Federal law prohibits the use of government postage for submission of applications.

The grade of this position as TSgt/E-6 has been verified through the FY 2012 Enlisted Grade Review process.

In depth RDO experience desired.

The Texas National Guard is an Equal Opportunity Employer.