



STATE OF WEST VIRGINIA
 OFFICE OF THE ADJUTANT GENERAL
 1703 COONSKIN DRIVE
 CHARLESTON, WEST VIRGINIA 25311-1085



ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ngb.army.mil/jobs/>

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| Announcement Number: 16-68 | Opening Date: 9 May 2016 Closed Date: 9 June 2016 |
| <p>DUTY LOCATION: 167th AW, Martinsburg, WV 25405</p> <p>UNIT OF ASSIGNMENT: 167th AW, Martinsburg, WV 25405</p> <p>FULL TIME SUPPORT POSITION: Human Resource Assistant</p> <p>MILITARY DUTY TITLE: Human Resource Assistant</p> | |
| <p>MINIMUM GRADE AURTHORIZED: E-4</p> <p>MAXIMUM GRADE AUTHORIZED: E-6</p> | <p>AFSC:3S0X1 Must have AFSC, this is not a cross training opportunity</p> |
| <p>AREA OF CONSIDERATION: Open to all members of the 167th AW **THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</p> | |
| <p>Duties include but are not limited to: 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. Incumbent has responsibility/accountability for assigned program accomplishment personally and through subordinate full time technicians and/or drill status guardsmen when assigned:</p> | |

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| FULL TIME SUPPORT POSITION: Human Resource Assistant | | | | | |
| MILITARY DUTY TITLE: Human Resource Assistant | | | | | |
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| MAXIMUM GRADE AUTHORIZED: E-6 | | | | | |

Career Enhancements:

--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. Provides administrative control, management, development and advisory service for military awards and decorations. Reviews Line of Duty (LOD) determinations for administrative accuracy, tracks progress and initiates incapacitation pay requests (if applicable). Manages and provides guidance and technical expertise of various special programs to include Deserving Airman Promotion Program, Reserve Officers Personnel Management Program, Exceptional Promotion Program, and Extensions/Reenlistment Program. Administers the test program, which includes the Air Force Officer Qualifying Test (AFOQT), Defense Language Aptitude Battery Test (DLAB), Defense Language Proficiency Test (DLPT), and Air Force Classification Test (AFCT). Monitors the Weight and Body Fat Management Program to ensure compliance with regulatory and legal requirements and conducts staff assistant visits.

Customer Service:

--Plans, directs, and controls all aspects of the Customer Service Program. Manages the Air Force Personnel Records System. Develops procedures and establishes policy for building, updating, auditing, and accountability of and disposition of automated and manual records. Monitors the maintenance and security of the Unit Personnel Record Group (UPRG) ensuring content meets regulatory requirements and are safeguarded. Manages the Point Credit Accounting and Reporting System (PCARS) program. Is the focal point within the MPF for various entitlement programs (i.e., TRICARE medical/dental, Survivors Benefit Plan, Thrift Savings Plan (TSP), Family Care Program, etc). Provides assistance and information on active duty benefits for AGR members. Monitors and provides technical guidance to workers performing counseling regarding the Servicemen Group Life Insurance (SGLI) benefits. Responsible for oversight, verification, authorization of identification (ID) cards for all branch service members, retired members, and enrollment of eligible family

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members in Defense Enrollment Eligibility Reporting System (DEERS). Administers the Casualty Service Program and serves as technical advisor, and as the Casualty Assistance Representative (CAR). Provides casualty assistance (at locations without established Casualty Service work centers) according to governing directives. Serves as focal point for entire organization concerning Privacy Act matters, military dress and appearance policy and procedures. Maintains and ensures Records of Emergency Data forms are accomplished.

Employments:

--Plans, directs, and controls all aspects of the human resources employment program. Responsible for the development of internal policies and procedures governing administration of Personnel Employment programs to include inbound assignment for officer and airmen personnel; certification of military qualifications and assignment eligibility for AGRs, traditional drill status guardsmen applicants; and in-processing of personnel. Manages the Unit Manpower Document (UMD) as directed by Headquarters, National Guard Bureau (HQ NGB) for all serviced units. Ensures compliance with regulatory requirements regarding excess and over-grade assignments within the UMD. Creates, maintains and distributes the unit vacancy list using the UMD. Ensures processing of classification/on-the-job training actions is accurate and processed in MILPDS. Ensures processing of AF Forms 422, Physical Profile Serial Report. Administers the overall absentee and desertion program.

Relocations:

--Plans, directs, and controls all aspects of the Relocation program for all members. Responsible for the development of internal policies and procedures governing administration of the following programs: reassignments (voluntary/involuntary), separations (voluntary/involuntary), unsatisfactory participation, retirements, conditional releases, advise commanders' on stop-loss, activation periods, and demobilization, and inter- and intra-service transfers. Counsels members on retirement benefits and eligibility, insurance, veterans benefits, and survivor benefit plans. Establishes policies and procedures for temporary duty (TDY) relocation processing. Manages all prior and non-prior service enlistment processing. Develops policies and procedures for package review and accession

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build. Ensures all subsequent enlistment actions are taken to include creation of the Unit Personnel Record Group (UPRG).

--Ensures accuracy of human resources data system and performs functional review of data reliability relative to the relocations program.

Readiness:

--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. Manages the non-contingency duty status program. Maintains all human resources data systems requirements and provides required reporting to Crisis Action Team (CAT)-PRC. Manages mobilization orders contingent upon Presidential Reserve Call up (PRC) or partial mobilization. Prepares and presents periodic briefings/orientations or mobilization procedures to all commanders required to support deployments. Develops, prepares, analyzes, and coordinates with wing plans office on all unit deployments and wartime tasking and Contingency Operations Plans (CONOPS). Identifies readiness issues and problems that directly impact wing and individual organizations ability to deploy. Develops appropriate annexes to wing contingency plans, mobilization plans (MOPLANS), continental United States (CONUS) base use plans, and ability to operate and survive plans. Administers the official government passport and visa program for government travel.

--Manages contingency and exercise deployments. Serves as advisor to wing/unit commanders on deployment programs. Interprets policy and provides procedural guidance to wing/unit commanders, supervisors, staff members, and unit deployment managers (UDM) concerning deployment process. Advises wing Installation Deployment Officer (IDO), Unit Deployment Manager (UDM), and MPF Commander on Unit Type Code (UTC)/Unit Manning Document (UMD) and any other readiness issues. Analyzes data and subsequent determinations regarding any number of human resources readiness matters, which may involve or affect AGR's, and traditional drill status guardsmen. Analyzes deployment data to effectively assist in completing unit supportability estimates. Processes interface with

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MANPER-B to validate duty and generate Automated Schedule of Events (AMSOE) products in accordance with the established procedures and time frames. Produces accurate and timely standard and non-standard COMPES products that satisfy needs of deployment managers and provides a current and accurate profile of deployment capability and status. Prepares for and participates in various types of readiness exercises and evaluations such as Operational Readiness Inspections (ORI), Air Expeditionary Force tasking (AEF), and Inspection General Exercises (IGX). Assists in direction, coordination, and control of exercise, deployments, and redeployments by developing and coordinating event lists, checklists, etc. for assigned areas to effectively test the deployment/readiness capability/status of the wing. Prepares after action and lessons learned reports.

--Manages Deployment Systems. Manages and controls the Personnel Module of the Integrated Deployment System (IDS), critical to deployment/employment of tasked personnel in support of global operations. Manages the local deliberate planning and execution of higher headquarters tasking utilizing the IDS subsystem-Deployment Management System (DeMS) to disseminate and integrate plans and personnel data for controlling, implementing, coordinating, planning, and executing all functions concerning deployment of wing personnel. Manages the Deliberate Crisis Action Planning and Execution System (DCAPES) located on the Manpower Personnel Base Level (MANPER-B) System. Responsible for controlling and maintaining readiness data in the MANPER-B System. This includes all readiness databases including all hardware/software applications located on MANPER-B system. Coordinates with higher headquarters to ensure receipt and interface of contingency/exercise/manning assistance requirement levies. Responsible for control, import/export and accountability of data utilizing the secure Red Mini system in accordance with the applicable instructions. Interfaces contingency/execution/management assistance with local base functions. Maintains personnel accountability and duty status reporting to ensure accurate and timely data is available for Command and Control (C2) for contingency/exercise/manning assistance. Provide manual deployment inquiries and deployment reports to higher headquarters on an as needed and periodic basis. Build Manpower (standard/non-standard UTCs) plans as required. Manages personnel readiness strength accountability. Responsible for management and execution of Contingency Exercise and Deployment (CED) orders.

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--Is responsible to the Military Support Flight Commander for the Personnel Support for Contingency Operations (PERSCO) portion of the Status of Resources and Training System (SORTS) Report. Provides mandated reports to higher headquarters as required. Acts as liaison between Air Force Personnel Center, MAJCOM, and local units to ensure accurate and timely duty status accountability. Provides technical guidance and instruction to base organizations on all aspects of Personnel Readiness. Provides training to all base 3S0X1 technicians on all Personnel Readiness functions. Manages the deployable equipment and supply program to include requisitions, inventories, turn-in and repair of contingency and PERSCO Team equipment. Directs and implements scheduled maintenance and serviceability checks of mobility equipment.

--Serves as Classified Control Officer responsible for safeguarding and proper destruction of classified material IAW AF instructions, higher headquarters and local guidance. Conducts Risk Analysis on the MANPER-B system ensuring compliance with appropriate instructions. Responsible for the Computer Security Support Plan (CSSP). Responsible for the safeguard and access of Red Mini. Performs computer system security management. Controls systems access for MANPER and DeMS. Assigns and maintains passwords, authorization lists and publishes security directives for users of classified systems. Performs periodic security inspections. Receives TEMPES interview to meet transmission and receiving of classified information requirements. Prepares and reviews classified computer risk analysis.

Performs other duties as assigned.

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Air Requirements:

(1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.

(2) NGB Form 34-1 dated 5 November 2010 located on our HRO website at [http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1\(2\).pdf](http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1(2).pdf) under FORMS (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.

Find the form at: <http://www.wv.ngb.army.mil/jobs/>

(3) Copy 4 (**Member Copy**) of all previously issued DD 214s.

(4) Point Credit Summary from VMPF. <http://w11.afpc.randolph.af.mil/vs/>

(5) Weight verification within the last 30 days by Medical Squadron personnel.

(6) Last complete physical and current AF Form 422, Physical Profile Serial Report.

(7) Report of Individual Fitness certified by Unit Fitness Monitor (within 1 year).

(8) Must submit last three Enlisted Performance Reports (AGR Members Only).

(9) MPA Tour Orders (if applicable).

(10) ASVAB Scores

**** Please scan to one file before emailing****

REMARKS: Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

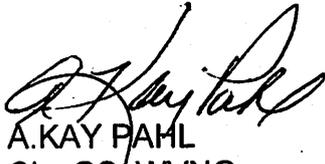
Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

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HOW TO APPLY: Application may be scanned to one file and emailed to NG.WV.WVARNG.MBX.HRO-AGR@MAIL.MIL or mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered.** DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. **Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6679 or DSN: 623-6679.**

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.



A.KAY PAHL
Civ, GS/WVNG
Human Resource Officer