

## 109th AIRLIFT WING TRADITIONAL GUARD VACANCY ANNOUNCEMENT

<b>NEW YORK AIR NATIONAL GUARD</b> <b>AIR NATIONAL GUARD BASE</b> 109 <sup>th</sup> Airlift Wing Stratton Air National Guard Base Scotia, NY 12302-9752	<b>ANNOUNCEMENT#:</b>	<b>VA 24-01</b>
	<b>OPENING DATE:</b>	25 March 2024
	<b>CLOSING DATE:</b>	<b>15 April 2024</b>
<b>UNIT:</b> 109 <sup>th</sup> FSS	<b>AFSC:</b> 3F091	
<b>MAX AVAILABLE GRADE:</b> Min Grade: E-7 Max Grade: E-8	<b>AREA OF CONSIDERATION: <u>NATIONWIDE</u></b> All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG.	
<b>POSITION TITLE:</b> PERSONNEL		
<b>APPLICATION PROCEDURES:</b>  <u>All applicants will prepare and forward the following no later than close of business on closing date by email.</u>  <ul style="list-style-type: none"><li>• Cover Letter</li><li>• Resume</li><li>• Current Biography of applicant</li><li>• Last 3 EPR's</li><li>• Fitness Report</li><li>• vMPF if currently USAF/ANG</li></ul> All <b><u>PRIOR SERVICE</u></b> applicants will prepare and attach the following in addition to the above requirements no later than close of business on closing date either by email:  <ul style="list-style-type: none"><li>• A Record of Separation/Discharge from the US Armed Forces (if applicable)</li><li>• A recent vMPF records review RIP</li><li>• Most current Physical Fitness Evaluation Report (if applicable).</li><li>• Copies of all DD 214s</li></ul> <b><u>Combine all required documentation in the order listed above into 1 PDF package and submit via email only to: <a href="mailto:anna.franklin.1@us.af.mil">anna.franklin.1@us.af.mil</a></u></b>  Submit packages using the subject line: "VA 24-01/FSS-PERSONNEL"		
<b>SELECTION BOARD:</b> A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically, of the date and time to appear.		
<b>MINIMUM QUALIFICATIONS:</b> Must meet the minimum requirements as outlined in AFMAN 36-2100 and AFECD dated 31 October 2023.		

## **SPECIALTY QUALIFICATIONS (IAW AFECDD dated 30 October 2023):**

**KNOWLEDGE:** Personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.

**EDUCATION:** For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

**TRAINING:** For award of AFSC 3F031, completion of a basic personnel course is mandatory.

**OTHER:** 3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs, the following are mandatory:

3.5.2.1. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

3.5.2.2. Must maintain eligibility to access personnel data systems. 3.5.1.7. Not currently serving in a SDI.

3.5.1.8. Outstanding in appearance, military bearing, professional military image, and conduct both on/off duty.

3.5.1.9. Must not have, nor bear the appearance of, personal, marital, or family problems that detracts from the member's ability to effectively serve as a first sergeant.

3.5.1.10. No record of disciplinary action resulting in an Article 15 or Unfavorable Information File for the past three years.

3.5.1.11. Be highly motivated, have exceptional leadership and managerial skills.

**Note:** Retraining into the 3F0 Career Field is limited to E-7 and below for the Air Force Reserve and Air National Guard. Exceptions to policy will be reviewed on a case-by-case basis by the component 3F0 Career Field Functional Manager. Only individuals who have obtained the 9-skill level in the 3F0 AFSC may be selected for 3F000 Key, Command, and Joint (KCJ) and 3F000 above-wing level positions in the Air Force Reserve.

**DUTIES AND RESPONSIBILITIES:**

2.1. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment, and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.

2.2. Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

2.3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed locations and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

2.4. 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.

2.5. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. 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 web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

2.6. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.