

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 136TH AIRLIFT WING
TEXAS AIR NATIONAL GUARD**

POSITION: Personnel Superintendent
Position Number: 0414314

ANNOUNCEMENT: 136-11-11

AFSC: 3S091

ISSUE DATE: 20 January 2011

LOCATION: 136th Force Support Squadron
Carswell Field, Fort Worth, TX

CLOSING DATE: Until Filled

GRADE: Immediately promotable MSgt/E-7 to SMSgt

Applications received by the 136 FSS after 1715 (CST) on the closing date will not be accepted and returned to the applicant. Electronic Copies will not be accepted.

*** SEE REVERSE FOR SUMMARY OF MINIMUM POSITION *** QUALIFICATIONS

HOW TO APPLY: Submit a completed AF Form 1288, (Application for Reserve Assignment), AF Form 422 (Physical Profile), records review rip, Resume, military biography, personal letter of intent outlining career goals and objectives, current passing ANG Fitness Test, adverse action statement, and any letters of recommendation (maximum 3). The AF Form 1288 can be obtained from your Commander's Support Staff (CSS), the Air Force Publishing website or your servicing Mission Support Flight.

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTE: The Adjutant General will not look favorably upon personnel who apply and are selected for a position in one geographical area and subsequently request to be transferred to another area because of the commuting distance involved. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

POSITION QUALIFICATIONS

1. Specialty Summary. Supervises and performs 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. Related DoD Occupational Subgroup: 153100.

2. Duties and Responsibilities:

★2.1. 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.

2.2. 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.

★2.3. 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.

2.4. 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.

2.5. 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.

★2.6. Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, 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.

2.7. Performs Personnel Support for Contingency Operations (PERSCO) functions. AFECD, 31 January 2011 228

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, 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.

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

3.3. Training. For award of AFSC 3S031, completion of a basic personnel course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 3S051. Qualification in and possession of AFSC 3S031. Also, experience in functions such as maintaining personnel records, counseling, or classification and assignments.

3.4.2. 3S071. Qualification in and possession of AFSC 3S051. Also, experience performing or supervising one or more of the functions associated with preparing and maintaining PDS and manual records, personnel classification or usage, quality force management, auditing personnel records and reports, or career progression counseling.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Ability to speak distinctly.

3.5.1.2. See attachment 4 for additional entry requirements.

3.5.2. For award of AFSC 3S031, ability to operate a keyboard at a minimum rate of 25 words per minute (wpm).

3.5.3. For award and retention of AFSCs 3S051/71/91/00, must maintain an Air Force Network License according to AFI 33-115, Vol 2, *Licensing Network Users and Certifying Network Professionals*.

All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

All questions regarding this announcement should be directed to MSgt Michael Butzlaff at commercial (817) 852-3235 or DSN: 874-3235.

SUBMIT APPLICATIONS TO: 136 FSS/FSMP
Attn: MSgt Michael Butzlaff
200 Hensley Ave, Bldg 1672
Fort Worth, TX 76127-1672