

Alaska Air National Guard Announcement Number: **AKANG 09-097**

Position Title: **Personnel Systems Manager**

Required AFSC: **3S0X1 (ANY AFSC)**

Grade Requirement: **MIN E5 MAX E7**

UNIT/DUTY LOCATION: **176 FSF, KULIS ANGB, AK**

OPENING DATE: 19 Sep 09

Final Hiring contingent upon funding availability

CLOSING DATE: 3 Nov 09

OPEN: NATIONWIDE (All military members eligible for membership in the AKANG)

WHO MAY APPLY/AREAS OF CONSIDERATION: Open to all AFSC qualified members of the Alaska Air National Guard, Full Time AKANG AGRs and those AFSC-qualified individuals who are eligible to become members of the Alaska Air National Guard. All members **MUST** meet the grade requirement and medical requirements outlined below IAW ANGI 36-101, Para 2-1.

**** AGR's who do not possess advertised AFSC must sign a statement stating they will retrain to the required AFSC upon accepting the position within 12 months.****

SELECTING SUPERVISOR: SMSgt Kris Joyce

VICE: O'Neal

Duties: This position is located in the Military Personnel Flight (MPF). Its primary purpose is to plan, organize, administer, and troubleshoot the operation and data base integrity of the Military Personnel Data System in support of military human resources management functions. Serves as the primary point of contact to ensure the effective operation of satellite human resources interface with United States Air Force (USAF) servers and related human resources computers both hardware and software. Provides training on utilization of the different components of the Military Personnel Data System (MILPDS). Provides technical guidance regarding the overall scope of the MILPDS and interfacing systems to identify and solve personnel system related problems, which could inhibit or prevent a high state of readiness. --Provides broad management advisory services. Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Provides direction and gives advice to section chiefs and representatives of serviced organizations on methods of approach to systems related discrepancies discovered through analysis. Monitors corrective actions. Interprets Department of Defense (DOD) directed or legislative policies affecting the Military Personnel Data System and recommends enhancements. Resolves technical problems. Monitors the overall operations of the Military Personnel Data System. Plans, directs and performs system management, quality assurance, system inquiry, trend analysis, small computer operations/management and system research. Provides guidance and assistance to unit commanders and user personnel on management capabilities of the system through the use of pertinent management information readily available. Provides staff advisory guidance to the MPF, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the Military Personnel Data System in specific, and the human resources military program in general. Interprets manuals, regulations, instructions, and other correspondence to determine the impact on the Military Personnel Data System. Plans, directs, and coordinates operations of the system within existing policies and objectives. Advises the Human Resources Officer (Military) and the immediate supervisor on all adverse computer related issues. Researches system problems and determines solutions. Advises all MPF work functions and other agencies using articles on computerized system changes to achieve timely and accurate implementation. Coordinates with AF, Air Reserve Personnel Center, The National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Serves as the MPF liaison for systems with higher headquarters, MPF work functions, unit commanders, etc. Administers Military Personnel Data System training programs for the MPF and other users of the system. Performs formal and informal training on utilization of the Military Personnel Data System, and other related systems to all users. Researches, develops, reviews, and updates training materials to include training outline, lesson plan, and charts. Obtains and arranges classrooms, audiovisual equipment, and on-line computer training aids. Analyzes and compares data between the military personnel data system and interfacing systems. Analyzes products by comparing and verifying data for mismatched or missing data. Identifies discrepancies, takes corrective actions, and reports to appropriate functional OPR. Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the human resources career field. **DESIRABLE:** Advanced knowledge of Microsoft applications; Experience with Work Group Management/Administration and ADPE accountability; PERSCO experience/knowledge

BRAC CLAUSE - As a result of the 2005 Defense Base Closure & Realignment Commission (BRAC), Kulis AGS AK is scheduled to relocate to Elmendorf AFB AK NLT 2011 at which time Elmendorf AFB will replace Kulis AGS as the "duty" location. Since Elmendorf is well within "commuting" distance of Kulis AGS (defined as 50 miles), employees will not be eligible for any relocation costs.

Initial Eligibility Criteria:

Aptitude requirements: **MECH: _____ ADMIN: 41 GEN: _____ ELECT: _____ PULHES 333233**

Applicants need to submit Current Records Review Rip (vMPF RIP)*

***See page 2 for All Required Documentation needed**

HOW TO APPLY: Interested applicants who meet the eligibility requirements listed above may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office (HRO), Bldg 49000, Room D-209, P.O. Box 5800, Ft Richardson, AK 99505-5800**. Applicants must type or print in legible dark ink and sign and date each application. Packets received without a signed and dated NGB Form 34-1 or incomplete packages will result in non-consideration and the application will *not* be forwarded to the selecting supervisor. Applicants may include copies of their Certificates of Training that may be applicable to the position you are applying for but **MUST INCLUDE ALL OF THE BELOW LISTED DOCUMENTS** 1-4. If the required documents/forms are not submitted with the application package, a letter of explanation must be provided

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. **CURRENT** Fitness Test
3. World Wide Deployability statement (from the clinic)
4. Current Records Review Rip or VMPF Rip

Applications will only be accepted if they are physically received in the Human Resource Office (HRO) by 1600 hours on the closing date of the vacancy announcement, or if mailed, postmarked by the closing date of the vacancy announcement. **No exceptions will be made.** HRO highly recommends applications be mailed certified return receipt and well in advance of the closing date. U.S. government postage paid envelopes or distribution system may not be used in submitting applications.

QUESTIONS: Call MSgt Shannon Amos COMM (907) 249-1310, DSN 312-626-1310.

To verify receipt of application you may call HRO at 907-428-6247

1. Applicant must not have been previously separated "for cause" from active duty or an AGR tour.
2. Applicant must be medically qualified under the provisions of AFI 48-123. An induction physical must be conducted not more than 24 months prior to entry on AGR duty. An SF Form 507 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 to have a Risk Index calculated. If the Risk Index 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.
3. Applicants must meet the fitness assessment standards IAW ANGI 10-248 at the time they are placed into the AGR program.
4. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade applicant **must indicate in writing**, willingness to be administratively reduced in grade when assigned to the position.
5. IAW ANGI 36-101, Para 2.6., "Initial tours may not exceed 6 years... Tours may not extend beyond an enlisted member's ETS or an officer's MSD (Mandatory Separation Date).
6. IAW ANGI 36-101, paragraph 2.1.3.7, applicant must be able to complete 20 years of active federal service prior to MSD for officer and age 60 for enlisted members. Exceptions may be considered by ANGRC/DP on a case-by-case basis for exceptional circumstances. Approval will be limited to one four-year tour. Extensions will not be considered.
7. Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and MOS some positions may have gender restrictions.