



VIRGINIA AIR NATIONAL GUARD NATIONWIDE AGR VACANCY ANNOUNCEMENT



ANNOUNCEMENT # 20-01-01 AF

POSITION TITLE: Military Personnel Superintendent

GRADE: MSgt/E7 NTE SMSgt/E8

AFSC: 3F0X1

LOCATION: Joint Base Langley-Eustis, VA

UNIT: 192d Force Support Flight

OPENING DATE: 2 January 2020

CLOSING DATE: 1 February 2020

WHO MAY APPLY:

Open to all members of the Virginia Air National Guard, or who are eligible to become members of the Virginia Air National Guard in the grades of **MSgt/E-7 NTE SMSgt/E-8 (NATIONWIDE)**. **SMSgt/E-8 grade contingent on control grade availability.**

REQUIRED QUALIFICATIONS: Must meet all selection criteria IAW ANGI 36-101 Chapter 5, AFI 36-2905, AFI 48-123.

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Directly supervises and provides technical and administrative supervision to the Personnel Systems, Customer Service, Career Enhancements, Employments, Relocations, and Readiness functions of the MPF. May perform military human resources work in any of these program areas. Resolves technical/policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Assists in the overall management of all military human resources programs. Provides direct support to wing, geographically separated units (GSU), tenant units, all assigned personnel, their dependents, and retired members.

Plans, organizes and directs the activities of military human resources programs, ensuring that the Military Personnel Flight complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the MPF performing customer service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, Relocations, and Readiness. Plans and develops policies, procedures, and goals for the effective administration, direction, management, and operation of the function. Analyzes workload and provides guidance to ensure specific goals are met. Receives analysis reports and, from these, directs necessary actions to ensure adverse trends are corrected. Evaluates the status of automated and manual human resources functions. Serves as the MPF Commander's technical advisor for all personnel functions within the military human resources program areas supervised. Keeps supervisor informed of significant issues and problems related to work accomplishment.

Executes management policies by developing and implementing internal procedures and plans of action, establishing conformance to those policies. Takes action to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions, etc. Develops goals and objectives that integrate wing organizational and Military Personnel Flight objectives. Researches, interprets, analyzes and applies Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force (AF), and Department of Defense (DOD) guidelines,

policies, regulations, etc. Establishes policies and procedures for accomplishment of military human resources programs.

Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves leave, ensures orientation of new employees, provides training, evaluates performance, initiates action to re-describe positions, recommends awards when appropriate, approves within grade increases, and resolves disciplinary problems. Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of customer service functions and operations. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Provides advice, guidance, and direction on a wide range of military personnel programs. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Supports affirmative action with consideration of equal employment opportunity in all aspects of personnel actions. Keeps employees informed of National Guard Bureau (NGB), state, wing goals, objectives, and policies, and informs management of employee input and concerns. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment.

SPECIAL INFORMATION

1. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty location without his/her consent. Retention in the program will be subject to continued satisfactory performance as determined by the supervisor and/or commander.
2. Existing ANG promotion policies apply and grade ceilings established by ANGI 36-101.
3. At the option of supervisor/nominating official, applicants are subject to personal interview upon notification of time and place. Necessary travel is at applicant's expense.
4. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than 6 months prior to the start date of the AGR tour.
5. All notifications of selection are conditional until verification of security clearance, medical clearance and HRO approval.

APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
<https://www.ngbpdc.ngb.army.mil/ngbforms/>
2. Current Report of Individual Personnel (RIP) (within last 30 days).
3. Current Individual Fitness Report from Air Force Fitness Management System.
4. Individual Medical Readiness (IMR) Report (AF Portal).
5. AF Form 422 or AF Form 422/469 (if currently on restrictions).
6. Current Point Credit Accounting Report System (PCARS); if Active Duty submit the equivalent form of an AF 1613 or Statement of Service.

EEO POLICY STATEMENT: Consideration for this position will be without regard to sex, age, handicap (except where required by military regulations), race, color, national origin, religion, lawful political affiliation or membership/non-membership in an employee organization.

Submit applications directly to 192 SS/FSF-HR, 165 Sweeney Blvd, Suite 206, Joint Base Langley-Eustis, Virginia 23665 or by email: Va_ANGJobs@us.af.mil; melissa.howard.2@us.af.mil; tunisia.stephens@us.af.mil.

POC FOR ADDITIONAL INFORMATION: MSgt Nichelle Hackney at (804) 236-7713 email: nichelle.k.hackney.mil@mail.mil, and CW4 D'Juana Goodwin at (804) 236-7823, or at djuana.l.goodwin.mil@mail.mil.