
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2012-288

**RECRUITING & RETENTION MANPOWER & PERSONNEL PROGRAM
MANAGER**

TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 9 Nov 2012 Close of Business (COB)

**To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/A1 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **3S071**. Duties and Responsibilities: Performs personnel activities and actions in compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Manages Stat Tour vacancy and announcement processes. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports. Prepares and processes correspondence and forms. Manages quality control programs. Maintains personnel action requests. Maintains suspense system for personnel actions and correspondence. Advises and provides comprehensive procedural and technical guidance to managers and supervisors in the areas of military personnel issues and programs. Briefs provisions of personnel programs such as dress and appearance, promotions, retirements, benefit programs, training and retraining, personnel readiness and career progression. Helps members determine training requirements, methods, and procedures. Processes documents required to support service awards and decorations. Evaluates division organization structures for effectiveness and efficiency. Studies organization's mission, structure, and workload. Performs organizational analysis and recommends organization changes. Maintains organization and functional charts. Maintains organizational structures and manpower standards. Coordinates with staff agencies and assists management with manpower study implementation. Applies organization and manpower standards, analyzes impact, and advises supervisor. Establishes and maintains manpower readiness and force management. Audits, tracks, manages, and validates manpower allocations on division Manpower Resource Voucher and Unit Manning Document. Maintains manpower reports and data extracts. Prepares manpower change documents. Compiles data, reviews and assists in the validation for over 600 8R000 manpower positions. Provides input and recommendations on recruiting and retention interests. Monitors to track recruiter and retainer losses and hires nationwide. Any additional duties as assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-2503, Paragraph 3.8.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information in and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil

