



AIR NATIONAL GUARD (ANG) ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) ANNOUNCEMENT

IAW the ADOS Application Procedures

Please submit complete ADOS applications as 1 PDF to usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

If unable to encrypt or the application is over 4MB, please forward via <https://safe.amrdec.army.mil/safe/> to the above address

ANNOUNCEMENT NUMBER: 20-076

CLOSE OUT DATE: Until Filled

POSITION TITLE: Personnel Systems Manager

POSITION INFORMATION: Length: 30 Sep 20
Tour intent is FY20
Pending Funding and Airman's continued eligibility.
ADOS, Title 10 - 12301d

RANK/GRADE REQUIREMENT: SSgt - CMSgt

AFSC REQUIREMENT: AFSC V3F0XX (Primary, Secondary, or Tertiary AFSC)

SECURITY CLEARANCE REQ: Secret
(Member must have appropriate clearance for the position)

LOCATION: Joint Base Andrews

WHO MAY APPLY: Qualified ANG members only

POC Position: CMSgt Richard Roberts

Position Description (Duty Description):

Functions as the technical expert and NGB/A1Q point of contact for Personnel System Manager responsibilities. Collectively identifies potential shortfalls and provides recommended solutions to leadership.

Research, retrieve, and analyze readiness data, data tables, reports, applications and/or updates MilPDS; ensures data flow; edits and/or suspense requirements are met. Coordinates internally and externally with NGB/A1QO.

Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessment 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 record to ensure accuracy.

