



AIR NATIONAL GUARD (ANG) MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGR/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY AND ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

***SELECTEE(S) SHOULD EXPECT TO BE GAINED ONTO STATUTORY TOUR WITHIN 120 DAYS OF ACCEPTANCE.**

******WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE. DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT**** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED BELOW.**

DUE TO THE HIGH VOLUME OF APPLICATIONS, PACKAGES RECEIVED WITHIN FOUR DUTY-DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/DISQUALIFICATION ONLY. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. INCOMPLETE APPLICATIONS SUBMITTED WITHIN FOUR DUTY-DAYS OF CLOSEOUT DATE WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATION REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

****You MUST submit ALL required documents IAW the Application Procedures/FAQs located on the website. These procedures/FAQs change and you MUST follow the MOST CURRENT PROCEDURES****

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2020-238
<u>OPEN PERIOD:</u>	15 Sep 2020 thru 2359 EST, 15 Oct 2020
<u>HIRING DIRECTORATE:</u>	NGB/A1
<u>POSITION TITLE:</u>	Chief, Systems Operations & Requirements Branch
<u>AFSC REQUIREMENT:</u>	3F000, V3F000, 3F091, V3F091, 3F291 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	SMSgt/E8-CMSgt/E9
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2-4 Years
<u>AGENCY:</u>	National Guard Bureau (NGB)
<u>DUTY LOCATION:</u>	Randolph AFB, TX
<u>WHO MAY APPLY:</u>	Qualified ANG members only

1. Requirements

****Second Reminder-You MUST submit ALL required documents IAW the Application Procedures/FAQs located on the website. *These procedures/FAQs change and you MUST follow the MOST CURRENT PROCEDURES. All applicants are strongly encouraged to thoroughly review all application procedures and FAQs prior to contacting NGB/HR and especially prior to submitting your application*****

Must hold rank/grade, AFSC requirement, and be current/passing within fitness standards as established by AFI 36-2905, by and through announcement closeout date. All information must be accurately indicated on the vMPF RIP at the time of application.

Must have a Secret security clearance

2. Position Description

-Assists in the development, implementation, monitoring and interpretation of Air National Guard (ANG) personnel data system requirements. Maintains a thorough knowledge of the system development lifecycle. Evaluates impact of implementing new system requirements (Personnel or otherwise) upon ANG personnel. ANG technical and functional point of contact for system updating, data reporting methods, and query tools capabilities for current and future systems. Responsible for developing processes and procedures to provide MilPDS users appropriate documentation necessary to accurately manage an ANG members personnel record from accession to separation/retirement. Support accomplishment of system user documentation. Ensure participation in testing current and future system requirements and reporting methods/query tools. Support system deployment capability through release documentation, training document development and user forms.

-Coordinates on all system requirements in association with other total Air Force team members to ensure continuity of effort and a cross-utilization of resources to support personnel system development throughout the development lifecycle. Maintains a close relationship with appropriate NGB offices to ensure proper implementation of ANG system requirements. Educate and train on automated data systems functions, reporting methods and query tool capabilities. Deliver formal and informal training programs for system managers and users of the current and future reporting methods and query tools supporting military personnel and training. Develop curriculum or provide input to other training programs. Evaluate training for effectiveness. Provide guidance on operations, user processes, and management capabilities. Perform staff assistance visits as required.

-Participate in analyses relating to the Human Resource systems development. Perform gap analyses. Determine information needed to explain gaps and provide written explanation to support needs. Provide functional requirement process/need decisions. Work with HAF/A1X, AFPOA, PMO, and FMO for development of future system capability. Communicate technical solutions. Participates on total force as well as ANG specific working groups to collectively identify potential shortfalls in system capability and provide recommended solutions to the leadership of respective business areas to meet customer needs. Initially develop, change, enhance, or fix problems of automated data system processes. Research and analyze data structure; data tables; system tables; application and/or update process; data flow; edit and/or suspense routines; and applicable policies, directives, instructions, and manuals.

-Develop and write system applications/specifications, specifying data required, edit structure, screens, menus, literals, and helps. Properly coordinate, internally and externally. Participate in testing system procedures, routines, edits, and products for system releases. Assist in developing release documentation. Assist in developing web-based reporting capabilities. Assist in developing and maintaining query methods and procedures. Assist in developing and maintaining data displays for global use. Work with AFPOA, A1 Service Desk, and AFPC/DSY to troubleshoot and resolve system application functional errors and individual person data errors/defects. Provides training, guidance and advice to the JFHQs, MPSs and NGB staff regarding system utilization. Work with NGB business process owners and mission partners at AFPC and ARPC to process/resolve transition issues relating to Palace Chase/Palace Front, Indispensability, VLPAD, Col/GO record fixes impacting pay and benefits. Perform duties as the Functional Area Manager for Personnel Systems Management.

3. Application Reminders

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in AFI 36-2502.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW AFI 36-2502. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), evaluations, etc. could result in disapproval.

It is your responsibility to ensure your vMPF RIP is accurate/in order prior to application submittal. This includes but not limited to, verifying duty history, AFSC, service dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their state/territory while serving on Statutory Tour.

All field members to include AGR, Technicians, Drill Status Guardsmen, ANG members assigned to NGB as a State Candidate, and ANG members assigned to NGB utilizing a state resource, must obtain and submit State TAG approval with application. Members currently assigned to the Statutory Tour program (excludes State Candidates and members assigned to NGB utilizing a state resource) must obtain current director's approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward reduced eligibility age for reserve retirement pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within four duty-days of receipt. You may email usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil or call 240-612-8884 to check the status of your application. Please do not call/email for a status update within the four duty-day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within four duty-days of the closeout date listed on the announcement will be reviewed for qualification/disqualification only. Any incomplete/missing requirements/documentation will result in disqualification. Submittal of any missing documents/requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to our FAQs and application procedures. If your question is still not answered, contact our office for clarification. Review your application and requirements thoroughly before submitting to preclude disqualification.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/Careers/ANG-Title-10-Stat-Tour>