

# ALABAMA AIR NATIONAL GUARD

## ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NUMBER:</b> 17-004(Statewide)	<b>OPEN DATE:</b> 6 October 2016	<b>CLOSE DATE:</b> 8 November 2016	
<b>POSITION TITLE:</b> Supervisor HR Specialist (MIL)	<b>FUNC CODE:</b> 16A000	<b>PEC#</b> 51411B	<b>UMDA POSITION #:</b> 3400813676
<b>AFSC:</b> 3S000/3M000	<b>GRADE:</b> Promotable MSgt/(E8) – CMSgt/(E9)	<b>UNIT/LOC/SELECTING OFFICIAL:</b> 117 <sup>th</sup> Air Refueling Wing, Birmingham, AL Maj Michael W. Marshall	

**DUTIES & RESPONSIBILITIES:**

Provides administrative and technical supervision and guidance to the Sustainment Services Flight, Manpower & Personnel Flight, Force Development Flight, Human Resource Systems Manager, Customer Support, Career Development, and Force Management functions of the FSS. Performs human resources work in one or more 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 Force Support Squadron programs. Provides direct support to wing, geographically separated units (GSU), tenant units, assigned personnel, their dependents, and retired members. Oversees the programs of the Force Support Squadron through senior workers that supervise technical and administrative activities within the organizational unit.

Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Schedules and approves/disapproves leave, ensures orientation of new employees, provides training, evaluates work performance of subordinates, initiates action to redefine positions, recommends awards when appropriate, approves within grade increases, extensive overtime and employee travel and resolves disciplinary problems.

Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of customer service functions and operations. Assigns work to subordinate employees based on organization priorities and needs, factoring in the difficulty and requirements of assignments against the experience, training, and abilities of staff. Plans and prepares work schedules for subordinates 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. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of directed work. Provides advice, guidance, and direction to employees on both work and administrative matters. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Keeps employees informed of National Guard Bureau (NGB), state and 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. Finds and implements ways to eliminate significant bottlenecks and production barriers. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment, while improving business practices. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Assures reasonable equity of performance standards and rating techniques developed by subordinates. Evaluates subordinate workers performance ensuring consistency and equity in rating techniques.

Interviews candidates for positions and selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, EEO and diversity objectives. Supports affirmative action with consideration of equal employment opportunity in all aspects of personnel actions. Makes or approves selections for vacant positions. Recommends awards or bonuses and changes in position classification, subject to approval by higher level officials, supervisors, or others. Hears and resolves employee and group grievances or complaints and refers serious unresolved complaints to higher-level management. Reviews serious disciplinary cases and disciplinary problems involving key employees and determines required action. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters.

Identifies and consults with Human Resources Office on employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Plans, organizes, and directs the activities of military human resources programs, ensuring the Force Support Squadron complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the FSS performing customer

service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, 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.

Executes management policies by developing and implementing internal procedures and plans of action, ensuring 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 Force Support Squadron 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, instructions, etc. Establishes policies and procedures for accomplishment of Force Support Squadron programs. Exercises significant responsibilities in dealing with officials of other units/organizations, to include but not limited to Active Duty, MAJCOMs, NGB, Civilian/Governmental organizations. Advises higher-ranking managers on FSS policies and programs. Serves as the FSS 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.

Serves as Test Control Officer. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Serves as approval authority for upgrades, downgrades, and withdrawal of AFSCs at wing/base level.

On-Board AGR personnel do not have to meet initial entry criteria.

Job announcement, AGO Form 198, and AGR Eligibility Checklist are on the HRO website @ [www.al.ngb.army.mil/careers/HRO](http://www.al.ngb.army.mil/careers/HRO)

#### **QUALIFICATION/ELIGIBILITY REQUIREMENTS:**

Applicant must be a member in the Alabama Air National Guard.

Applicant should be able to complete 20 years of active duty service prior to mandatory separation.

Must comply with ASVAB and PULHES criteria as listed in AFECD

Applicant must meet physical qualifications outlined in AFI 48-123, Attachment 2, Medical Examination and Standards.

Applicant must meet weight requirements at the time of entry into the AGR program. Any member on the ANG Weight Management Program is ineligible for entry into AGR Status.

Officers must meet the entry-level AFSC qualification criteria outlined in AFOCD for the duty AFSC compatible with the UMDA position.

Applicant must not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

#### **APPLICATION PROCEDURES (following must be submitted)**

1. Complete NGB Form 34-1 dated Feb 2010 and sign. **(FAX or EMAIL copies will not be accepted.)**

2. All applications **must** be submitted with the new AGR Eligibility Checklist in ANGI 36-101 dated Jun 2010 verified by the appropriate Military Personnel Flight (MPF). Provide an AF Form 422 (Physical Profile Serial Report), and a ANG Fitness Assessment worksheet.

3. If over grade to the announced position, applicant must submit a written statement indicating a willingness to be administratively reduced.

4. Submit complete applications to the following address: **OTAG, ATTN: JFHQ-HRO-MDM, ATTN: MSG Gibson, 1720 Congressman W.L. Dickinson Drive, MONTGOMERY, AL 36109-0711** to arrive by COB on the closing date of the announcement.

5. Incomplete applications or applications received after the closing date will be returned without action.

6. If you have any questions regarding application procedures, call MSG Gibson at (334) 271-7468.