

HUMAN RESOURCES ASSISTANT (MILITARY) (T32)

DEPARTMENT OF THE AIR FORCE
Air National Guard Units

Open & closing dates

🕒 11/05/2020 to 12/05/2020

Pay scale & grade

GS 6

Appointment type

Permanent - INDEFINITE

Service

Excepted

Salary

\$39,025 to \$50,734 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Birmingham, AL

1 vacancy

Relocation expenses reimbursed

No

Telework eligible

No

This job is open to



[Federal employees - Competitive service](#)

Current or former competitive service federal employees.



[Federal employees - Excepted service](#)

Current excepted service federal employees.



[National Guard & Reserves](#)

Current members, those who want to join, or transitioning military members.



[The public](#)

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

Title 32 CAT 1- All on board Federal Employees/Technicians within the ALANG (T32 and T5, Permanent and Excepted Indefinite) CAT 2- Current Air DSG within ALANG CAT 3- Applicants willing to become NG T32 DS Technicians and gain ALANG membership, all current federal employees, all U.S. Citizens

Announcement number

AL-10957753-AF-20-305

Control number

583669300

Duties

Summary

THIS IS A NATIONAL GUARD TITLE 32 EXCEPTED SERVICE POSITION.

This National Guard position is for a HUMAN RESOURCES ASSISTANT (MILITARY) (T32), Position Description Number **D1624000** and is part of the AL 117TH Air Refueling Wing, National Guard.

ORGANIZATION: 117TH ARW, BIRMINGHAM, AL
SELECTING OFFICIAL: SMSgt S. CLINGMAN

***THIS POSITION WILL BE FILLED AS AN INDEFINITE APPOINTMENT.**

Responsibilities

--Assists the Human Resources Specialist (Military) in execution of the program by processing a wide range of military human resources transactions and providing technical assistance in executing programs related to any of a variety of military human resources program areas (i.e., Career Enhancement, Customer Service, Employments, Personnel Relocations, and/or Personnel Readiness). Analyzes the interrelationships and impact that various military human resources actions may have on military members.

--Provides technical and substantive clerical support in the administration of the human resources (Career Enhancements, Customer Service, Employments, Relocations, and Readiness), retention, training, and human resources systems. Processes a wide variety of personnel actions/transactions pertinent to the assignment, reassignment, promotion, training, separation, extension and retirement of enlisted and officer personnel in the military human resources programs. Maintains, files, researches/verifies accuracy of information, reviews and ensures completeness of material, and explains regulatory and procedural requirements pertaining to specific AGR/drill status job standards file.

--Researches, prepares, and processes human resources actions to include tour extensions, reassignments, separations, retirements, and training requests. Verifies, prepares, and issues DD Form 214 (Armed Forces of United States Report of Transfer or Discharge) upon termination of active duty status. Establishes and maintains Wing/supported unit-level human resources files on AGR/drill status guardsmen. Answers questions regarding and processes awards, decorations, and suggestions. Determines factual accuracy, procedural, and substantial completeness of records for conformity with ANG and State regulations. Makes extensive reviews of records of enlisted/officer personnel to determine eligibility for continuation of tour or recommends removal from the active AGR program, and takes final action on all but unprecedented cases. Performs technical/clerical review prior to action officer's signature or other approving authority. Interprets and applies Air NGB and State regulations. Prepares military orders to include travel requirements, funding, and types of duty authorized. Provides technical and clerical support in administering the Employment program. Researches and verifies information on requests for job announcements to ensure correctness and completeness. Prepares vacancy announcements in final form and ensures their distribution. Counsels employees and applicants seeking job information and/or placement, and furnishes information regarding vacancies and mandatory requirements for eligibility in the AGR Program. Ensures completeness of applications and requests additional information when necessary. Screens applications and establishes and maintains pertinent promotion/placement records to reconstruct each placement action.

--Provides guidance and technical assistance to supervisors, managers, and employees on a variety of military HR matters. Contributes to the resolution of complex military human resources problems through extensive research and analysis of problems,

and by initiating corrective action to records when required.

--Prepares a variety of draft reports, statistical data, correspondence, and forms in final format. Monitors suspense system and replies from organizations. Maintains necessary records, files, and statistical data to ensure a viable program. Provides support in processing a variety of military human resources actions ensuring pertinent documentation is provided.

--Performs other duties as assigned

Travel Required

Not required

Supervisory status

No

Promotion Potential

6

Job family (Series)

[0203 Human Resources Assistance](https://www.usajobs.gov//Search/Results?j=0203)

(<https://www.usajobs.gov//Search/Results?j=0203>).

Requirements

Conditions Of Employment

- NATIONAL GUARD MEMBERSHIP IS REQUIRED. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.
- This is an excepted service position that requires membership in a compatible military assignment in the employing state's National Guard, required prior to the effective date of placement.
- Selectee will be required to wear the military uniform.
- Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment.
- Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.
- Males born after 31 December 1959 must be registered for Selective Service.
- Federal employment suitability as determined by a background investigation.
- May be required to successfully complete a probationary period.
- Participation in direct deposit is mandatory.

Qualifications

***INDEFINITE APPOINTMENT: THIS POSITION WILL BE FILLED AS AN INDEFINITE APPOINTMENT FOR AN UNSPECIFIED PERIOD OF TIME. THE INCUMBENT MAY BE TERMINATED UPON RECEIVING A 30 DAY NOTICE. SHOULD THIS POSITION BECOME PERMANENT, THE INDIVIDUAL MAY BE CONVERTED TO PERMANENT STATUS WITHOUT FURTHER COMPETITION (AND UPON RECOMMENDATION OF SUPERVISOR AND APPROVING AUTHORITY).**

Military Requirements: This is an excepted service position that requires membership in a compatible military assignment in the Alabama Air National Guard. Applicants who are not currently a member of the Alabama Air National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact an Alabama Air National Guard recruiter at 800-864-6264 prior to applying for this position.

Maximum Military Rank: SSG

*Other Requirements: For positions requiring the operation of motor vehicles, candidates must have a valid state driver's license.

EXPERIENCE REQUIREMENTS: Each applicant must fully substantiate (in his/her own words) that he/she meets the requirements of the Specialized Experience listed below: Otherwise, the applicant will be considered unqualified for this position. DO NOT COPY THE VACANCY ANNOUNCEMENT OR THE POSITION DESCRIPTION.

GENERAL EXPERIENCE: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: - **Must have at least 9 months** experience, education or training that provided knowledge of general office work which may include but is not limited to: answering telephones, receiving and distributing mail and maintaining records. Experience following oral or written instructions to accomplish work. Experience establishing and retrieving files and information. Experience using common computer software designed for word processing.

Knowledge Required:

- Knowledge and skill in applying an extensive body of military human resources rules procedures, precedent situations and operations sufficient to provide a military HR support work, to develop facts and resolve support problems.
- Practical knowledge of military human resources regulations such as those covering employee benefits (i.e., retirement, leave, life insurance, TSP, etc.), classification, and employee relations (i.e., injury, awards, performance issues, etc.), to obtain relevant facts and to perform or explain a range of technical/clerical procedures in support of one or more of these specialties. Incumbent must have the ability to evaluate adequacy of facts and explain available options to military members based on analysis of individual circumstances.
- Skill in the use of an automated human resources system.

Education

Substitution of Education for specialized experience: Completion of 2 academic years of education in an accredited college or university will satisfy the requirements for GS-4 positions. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience for GS-5 positions.

You must provide transcripts or other documentation to support your Educational claims. To receive credit for Education, you must provide documentation of proof that you meet the Education requirements for this position.

Additional information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx> (<https://www.sss.gov/RegVer/wfRegistration.aspx>)).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).

How You Will Be Evaluated

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared to your responses on the assessment questionnaire to determine your level of experience. If you rate yourself higher than is supported by your application package, your responses may be adjusted and/or you may be excluded from consideration for this position. If you are found to be among the top qualified candidates, you will be referred to the selecting official for employment consideration.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

Background checks and security clearance

Security clearance

[Secret](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/) (<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

No

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (including Month and Year, e.g., 02/2017, Feb 2017, etc.) of employment and duties performed.
2. **Other supporting documents: SF-50s, Transcripts and DD 214s are recommended, but not required.**

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.abc.army.mil/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section below. To view the Occupational Questionnaire, click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/10957753> (<https://apply.usastaffing.gov/ViewQuestionnaire/10957753>).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>) (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/> (<https://www.usajobs.gov/Help/how-to/application/status/>).

Agency contact information

 Sheila Clingman

Phone

[205-714-2339](tel:205-714-2339)
(tel:205-714-2339)

Email

sheila.clingman.1@us.af.mil
(mailto:sheila.clingman.1@us.af.mil)

[Learn more about this agency.](#)
(#agency-modal-trigger)

Address

AL 117TH Air Refueling Wing
5401 East lake blvd
Birmingham, AL 35217-3595
US

THIS IS A NATIONAL GUARD TITLE 32 EXCEPTED SERVICE POSITION.

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Visit our careers page

Learn more about what it's like to work at Air National Guard Units, what the agency does, and about the types of careers this agency offers.

<http://www.nationalguard.mil/>
(<http://www.nationalguard.mil/>)

Next steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)
(https://www.eeoc.gov/federal/fed_employees/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>).

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).