



MILITARY VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: K3 MVA 25-005

Open Date:	18-Dec-2024	Close Date:	31-Jan-2025
Unit:	125th Special Tactics Squadron		
Position Title:	Command Support Staff		
AFSCs:	3F071		
Grade:	TSgt		
Status:	Drill-Status Guardsman		
Cross-Train:	No		

Who May Apply:

Current on-board members of the Oregon Air National Guard
Members eligible to join the Oregon Air National Guard

How to Apply:

Application package will consist of a resume detailing your experience, military and civilian education, a record review RIP (from vMPF) within 60 days, and a copy of current Physical Fitness Assessment. All applications will need to be submitted in a single PDF <5MB.

Email Packages to:

POC: CMSgt Lorenzo Lizarraga Phone (COMM): 503-335-5170 Email: Lorenzo.lizarraga.1@us.af.mil

DUTIES AND RESPONSIBILITIES

Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions. Requisitions and maintains current study reference material for the airman promotion system. Assigns members to an AEF. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports. Updates computerized personnel data. Manages the Virtual Out Processing vOP in the Military Personnel Flight. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment,

promotion, separation, retirement, or reassignment. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF). Maintains files of correspondence, directives, instructions, and other publications. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, and personnel action requests. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Reviews and processes evaluation reports. Advises officers and airmen on military personnel issues and programs. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.

SPECIAL INFORMATION: This is a deployable position. Member selected for this position may be required to travel TDY for unit training and/or deploy overseas for operational and contingency operations. Unit drills quarterly and member will be required to participate in drills during one week at least once per quarter and attend 14 day Annual Training.