



MILITARY VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: MVA NGOR-AC 24-006

Open Date:	2-Oct-2024	Close Date:	15-Nov-2024
Unit:	National Guard Oregon - Air Component		
Position Title:	Military Personnel Management Assistant		
AFSCs:	3F0X1		
Grade:	E4 - E6		
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, recommendation letter from unit commander, a record review RIP (from vMPF) w/in 90 days, Official Air Force Biography, most recent EPB and a copy of current Physical Fitness Assessment.

Email Packages to:

Maj Dodge, miles.dodge@us.af.mil and CMSgt Chiapetto, sarah.chiapetto@us.af.mil

DUTIES AND RESPONSIBILITIES

- Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, separations, retirements, benefits, entitlements, retention, awards, decorations and retraining. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; selective retention review board, reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.
- Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments 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 records to ensure accuracy.

- Performs personnel actions. Conducts in and out processing at both in garrison and deployed locations and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

- 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.

- Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. 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 web-based applications for personnel actions. Processes, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

- Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

- Administers the State awards and special awards and trophies program for ORANG members. Duties include posting, processing and reviewing awards.

- Manages SNCOA promotion actions to include, reviewing packages, coordinating signatures, creating and logging promotion orders, and distributing approved package and orders to the Wings.

- Performs J1 duties in the Joint Operation Center during State active duty. Ensures members are expeditiously in-processed, accountability and casualty reporting is provided and reports data to JOC Commander. Provides additional personnel support, as required.

This opportunity directly supports the members assigned to NGOR-AC in Salem, OR. Open to consider scheduling drills that optimize member travel time and unit's mission needs.

Other duties as assigned.

MVA will close no earlier than 15 Nov 24 but may be left open until filled.