

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY16-046 AGR-AIR
Dual announcement (Yes)

25 May 2016

POSITION: Personnel Craftsman (ILO Human Resources Assistant, GS-0203-07), DAFSC 3S071, POSNR 0145200, FAC 10S100, 169 Air Defense Squadron (169 ADS), Hawaii Air National Guard.
(To establish a List of Eligible)

TYPE OF
APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year tour length/On-Board AGRS see Paragraph
(See NOTES TO APPLICANTS)

LOCATION: Wheeler AAF, Hawaii

CLOSING DATE: 24 June 2016

RECRUITMENT AREA: Present on board AGR enlisted members SSgt (E-5) to TSgt (E-6) of the Hawaii Air National Guard.
(See NOTES TO APPLICANTS)

SUMMARY OF DUTIES: Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports. Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. 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. Administers standard tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and

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decorations. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF). Maintains files of correspondence, directives, instructions, and other publications. Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits. 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 CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, squadron information, and enlisted and officer professional military education. 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. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions. Performs Personnel Support for Contingency Operations (PERSCO) functions.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

This position is also being announced for fill in an Excepted Service (Enlisted) status as Human Resources Assistant, GS-0203-07 position FY16-090. Applicants who wish to be considered under the Excepted Service program should submit the appropriate application forms. For details and application procedures, click on the website: <https://www.usajobs.gov/GetJob/ViewDetails/440161700>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Applicants must possess AFSC 3S0X1.

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

<http://dod.hawaii.gov/hro/agr-resources/>