

**POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
252 COG, WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # 21-28**

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
252 COG JBLM, WA 98438	6 Aug 2021	6 Sep 2021	087516634
POSITION TITLE, GRADE, AFSC, FACILITY:			
Human Resources Specialist (Military/Information Systems), MSgt, 3F071, JBLM, WA			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
<ol style="list-style-type: none"> 1. Must possess a 3F071 AFSC 2. Must have passing Air Force physical fitness score (prior to exemption) that will not expire prior to closeout date of announcement. 3. Open to promotable E-6 4. Must possess current SECRET clearance. 5. This position is not open to cross-trainees 			
SPECIALIZED EXPERIENCE:			
<p>This is not an entry-level position:</p> <ol style="list-style-type: none"> 1. Knowledge of 252 COG missions and how 3F0X1 career field supports those missions. 2. Knowledge and experience with Military Personnel Data System (MilPDS). 3. Ability to analyze and resolves human resource data system operational problems. 4. Ability to administer MilPDS and other related systems training programs, both formal and informal, to all users. 			
OTHER REQUIREMENTS:			
Expected to attend all UTAs, Annual Field Training, and remain eligible for World Wide Deployments.			
AREA OF CONSIDERATION:			
All part-time/traditional enlisted members of the 252COG.			
WORKING CONDITIONS:			
Work will be conducted indoors within office-space and facilities.			
SUMMARY OF DUTIES:			

- (1) Organizes and administers the military human resource programs for the unit. Provides advice, counsel and assistance to the commander and unit staff pertaining to military human resources administration. Interprets, and implements applicable major command, National Guard and state regulations, instructions, policies and precedents pertaining to the full range of military human resources actions.
- (2) Manages the staffing, classification, assignment, and utilization of personnel in accordance with unit manning documents. Accomplishes a large variety of military human resources transactions which may include assisting with appointment applications, re-enlistments, separations actions, recommendations for promotions, recommendations for awards and decorations, duty assignments, transfers, officer and enlisted evaluations, security clearances, retirements, casualty affairs, fitness program, payroll actions, etc. Provide assistance and information to affected personnel at all levels to complete such transactions. Ensures that all required supporting data is captured and appropriately archived to allow recovery. May be required to support unit deployments, i.e. establish and maintain deployment folders, assist with completion of passport applications, publication of special orders, etc.
- (3) Provides counseling to current and potential members. Provides information to members on benefits and entitlements, career and incentive programs, retirement, and other benefits. Provides assistance to dependents concerning benefits and entitlements. Ensures all necessary application forms are completed and forwarded to the host MPF and Retention Office Manager (ROM) for processing. Performs all military human resources work relating to unit deployment requirements including address changes, assist with completion of passport applications.
- (4) Assesses individual career development needs and recommends course of action options to meet individual goals. Advises members on self-development activities and explains eligibility requirements and regulatory requirements.
- (5) Provides assistance on various accounting and finance issues. Assist members with military and travel pay issues, problems, and matters relative to temporary duty, basic military training, technical training, annual training, special training, and other active duty requiring special orders. Performs internal staff visits.
- (6) Knowledge and proficiency of Command Human Resource Intelligence System (CHRIS) preferred.
- (7) Performs other duties as assigned.

INSTRUCTIONS TO APPLICANTS

APPLICATION REQUIREMENTS:

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|------------------------|-------------------------------|
| 1. Resume | 2. Current fitness test score |
| 3. vMPF records review | 4. Last 2 EPRs |

EMAIL RESUME TO:
Maryjane.manibusan@us.af.mil

OR SEND TO:
252 COG
855 Lincoln Blvd
JBLM-McChord Field, WA 98438
Attn: MSgt MJ Manibusan

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.