District of Columbia Air National Guard

AGR Job Announcement

07-327

APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED ON CLOSING DATE BY **1500 HRS** IN ORDER TO RECEIVE CONSIDERATION	**OPENING DATE:** 31 May 2007	**CLOSING DATE:** 02 July 2007
	Position Title, Series, Grade, Salary Range Human Resources Spec (Mil), GS-0201-09 80527000 **Maximum Military Rank:** SMSgt	
	Selectee will be assigned to a compatible military position. **Military Duty Assignment: 3S0XX**	
Position Location: 113th MSG, DCANG Andrews AFB, Maryland	**Appointment Status** **[X]** Enlisted **[ ]** Officer	

AREA OF CONSIDERATION:

Open Group III/AGR Resource Available.

Special Remarks:

Instruction for Applying: This office will not accept applications mailed at government expense. Electronic or fax applications will not be accepted. Failure to submit **all documents** will result in your application not being considered for employment. HRO will not return or copy applicant's submitted application. Applicant's application must contain current unit assignment, AFSC/SSI, and military grade. All submitted documents must be current.

AGR APPLICATION REQUIRED DOUCMENTS:

1.) NGB34-1, dated Oct 2002, Application for Active Guard/Reserve (AGR) Position with original signature. **No binders please**. No obsolete forms will be rated RIP (Report of Individual Performance)
2.) Complete Record of Individual Performance (RIP)
3.) DD 214 (if applicable)
4.) Fitness Test
5.) Email address; additional point of contact number(s) (separate paper) **(New Item)!**

Condition of Employment:
National Guard Membership: Prior to appointment to this position, selectee must be a AGR member of the District of Columbia Air National Guard.
Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.

AGR Employment Questions: SFC Dexter McNair, Human Resource Assistant can be reached at 202-685-9767 or DSN 325-9767.

Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume or NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.

Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.

This announcement must be posted on unit bulletin boards until the day following the closing date.

The District of Columbia Air National Guard

Is an Equal Opportunity Affirmative Action Employer

Announcement Number: 07-327

Position: Human Resources Spec (Mil), 80527000

Brief Description of Duties:

Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. Provides guidance and assistance on unit programs(s) for which responsible. Provides training to supervisors on all military human resources issues. Analyzes data and subsequent determinations regarding any number of human resources matters that may involve or affect AGRs, drill status guardsmen, and/or family members. Advises supervisors or managers within unit when actions may affect productivity or mission. Conducts staff visits and trains personnel (AGRs), traditional drill status guardsmen, supervisors, managers, etc.) within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote a full understanding of all aspects of the assigned program(s). Accomplishes/oversees the accomplishment of technical support work in each of the functional areas within this program area. Incumbent has responsibility/accountability for assigned program accomplishment personally and through subordinate full time technicians and/or drill status guardsmen when assigned. Controls systems access for MANPER and DeMS. Assigns and maintains passwords, authorization lists and publishes security directives for users of classified systems. Performs periodic security inspection. Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. Performs other duties as assigned.

Qualifications: GS-0201-09

General Experience: Education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

Specialized Experience:

Must demonstrate **Eighteen (18) months** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements

A. Knowledge of military human resources policies, rules, guidelines, instructions, ect to understand the assigned programs(s) and converse effectively with functional managers, advise commanders, customers, lower graded personnel, or lower echelons.

B. Knowledge of overall requirements, objectives, practices and peculiarities of the assigned program area.

C. Ability to plan, organize work, administer, communicate effectively (both orally and in writing), meet deadlines, gather, analyze data/products, and summarize facts in order to determine adequacy and/or deficiencies of assigned programs.

D. Knowledge of automated systems, personal computers, and software employed in the assigned program area to utilize the systems in developing reports, correspondence and to extract data.

C. Skill in application of analytical and evaluative techniques to identify, considers, and resolves issues or problems peculiar to the assigned program area.

Current Unit assignment, AFSC/SSI and Military grade must be included on application.

Incomplete applications will not be considered for employment.