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| **ADVERTISEMENT TRADITIONAL GUARD ENLISTED VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****107TH ATTACK WING****9910 BLEWETT AVE****NIAGARA FALLS ARS, NEW YORK 14304** | **ANNOUNCEMENT #: NF** 23-09 |
| **DATE: 22 December 2022** |
| **CLOSING DATE: UNTIL FILLED** |
| **UNIT: 107th ATTACK WING** | **AFSC: 1W0X1****MAX RANK:** SSgt |
| **POSITION TITLE:** Personnel | **AREA OF CONSIDERATION:** Nationwide**Anyone Eligible To Join The Air National Guard** who meet the qualifications for these positions |
| **SPECIALTY SUMMARY**Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policyand provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. |
| **DUTIES AND RESPONSIBILITIES**2.1. Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad ofAir Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits,entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs.Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as;force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, andentitlements. Advises commanders and provides reports and statistics to make personnel decisions.2.2. 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 andAirmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel datasystem with source documents in the personnel records to ensure accuracy.2.3. Performs personnel actions. Conducts in and out processing at both in garrison and deployed locations and maintainsaccountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick inquarters, and casualty reporting.2.4. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reportsdiscrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensuresproper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data andsubmits reports.2.5. Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating tounit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system forpersonnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to useweb-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports,unfavorable information files, and separation actions.2.6. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting fordeployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support,as required. |
| **INQUIRIES ABOUT POSITIONS****Please Contact The Recruiting Office @ 716-236-3085 or email @ Nicholas.Dodge.1@us.af.mil for Qualification and Eligibility Questions.** |