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| **TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****AIR NATIONAL GUARD BASE**109th Airlift WingStratton Air National Guard BaseScotia, NY 12302-9752 | **ANNOUNCEMENT#:** | **E-25-126** |
| **OPENING DATE:** | 16 June 2025 |
| **CLOSING DATE:** | 18 July 2025 |
| **UNIT:** 109th FORCE SUPPORT SQ. | **AFSC: 3F0X1 (3F051)** |
| **MAX AVAILABLE GRADE:** \* Min Grade E3/Max Grade E5 | **AREA OF CONSIDERATION:** **Nationwide:**All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG. |
| **POSITION TITLE:** Personnel Journeyman |
| SPECIALTY SUMMARY: (As outlined in AF Enlisted Classification Directory)Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policy and 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 |
| **SPECIALTY QUALIFICATIONS:****KNOWLEDGE:** *The following knowledge is mandatory for the AFSCs indicated*:Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.**EDUCATION:** For entry into this specialty, completion of high school with courses in English composition and speech is desirable.**TRAINING:** For the award of AFSC 3F031, completion of a basic personnel course is mandatory.**EXPERIENCE:** 3F051. Qualification in and possession of AFSC 3F031 and completion of all core trainings.  |
| **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, 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, 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. 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 for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required |
| **EBIS:** An Enlisted Screening and Interviewing Board (ESIB) is scheduled to interview all qualified applicants. Applicants will be informed in writing, or telephonically of date and time to appear. |
| **APPLICATION PROCEDURES:** All applicants will prepare and forward the following documents by email:• Cover Letter, Resume, Current Biography of applicant, Last 3 EPB’s• Most recent vMPF records review RIP (within the last 60 days)• Most current Physical Fitness Evaluation Report from myFitness (must be current and not overdue test)Application must be received no later than the closing date of vacancy announcement. Incomplete applications will not be considered.Applications will only be accepted with all documents in a single PDF |
| **SELECTION BOARD**A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically, of the date and time to appear. **Selecting Official**: MSgt Luke Morizio |
| **APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL****EMAIL:** luke.morizio@us.af.mil**SUBJECT: 3F051 Personnel VA (E-25-125)** |