

MISSISSIPPI AIR NATIONAL GUARD

MILITARY POSITION ANNOUNCEMENT

Air Active Guard/Reserve (AGR)

(STATEWIDE)

OPENING DATE: 18 October 2016

ANNOUNCEMENT NO: 17-1002

CLOSING DATE: 1 November 2016

POSITION TITLE: Knowledge Operations Management
Craftsman

MINIMUM GRADE: SSgt/E5

MAXIMUM GRADE: MSgt/E7

LOCATION OF POSITION: 255 ACS, Gulfport, MS

MILITARY ASSIGNMENT REQUIREMENT: Enlisted

REQUIRED AFSC: 3A1XX

GENERAL:

This position serves as the focal point, local authority and expert source for information in providing a wide variety of orderly room/administrative support for the organization.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

Serves as the focal point, local authority and expert source of information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication forms management; reference library; special orders; receipt, storage, and control of classified documents; and Personnel Concepts III (PCIII) program. Work includes security clearances, personnel data control, force management, officer performance reports, training requirements, awards and decorations, inspecting administrative files, publications and procedures in other functional areas; managing the preparation, publication, distribution and tracking of civilian and military travel orders; and monitoring a correspondence and reports suspense system. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems to determine the best solution when there is not one correct or appropriate solution and recommends course of action to be followed. As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Installs and configures application software to run on standalone computers or network systems for networked software, government owned systems, and networked operation systems. The incumbent works independently in planning and carrying out steps for completing assignments in accordance with established office instructions and practices. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: All applications must be submitted to Military Department, State of Mississippi, Attn: NGMS-HRO-AGM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to Military Department, State of Mississippi, Attn: NGMS-HRO-AGM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Copy of the most recent AF Form 422, Physical Profile Serial Report.

Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.

3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

SUPPLEMENTAL PREREQUISITES:

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.