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NEBRASKA AIR NATIONAL GUARD
VACANCY ANNOUNCEMENT FOR

Personnel/Administrative Positions

CLOSE DATE: 31 July 2020

The Joint Force Headquarters, Nebraska Air National Guard, Lincoln NE, is accepting applications for a two Administrative positions and one Personnel position. This announcement is for a Drill Status Guard (DSG) positions. These positions are available to current members of the Nebraska Air National Guard and those who are eligible to join the Nebraska Air National Guard. Those interested in this opportunity should send the following information to MSgt Alissa Lynn:

- Career Change Worksheet (see MSgt Lynn for this worksheet and further direction on completing this requirement for this particular job opening)
- vMPF RIP
- Other documents may be requested upon initial review

The following is pertinent information on the position:

Grade Requirement: SSgt/E-5 up to CMSgt/E-9

AFSC: 3F5X1 or 3F0X1

3F5X1 Specialty Qualifications: Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.

3F5X1 Duties and Responsibilities: Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Performs various administrative functions in support of military leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format. Manages organizational personnel programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel. Coordinates personnel actions between unit of assignment and military personnel organizations. Provides executive administrative support to General Officers, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

3F0X1 Specialty Qualifications: 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.

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3F0X1 Duties and Responsibilities: Manages, supervises, and leads 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. 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. 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.

Eligibility Requirements

Must be a citizen of the United States.

If cross training must have less than 15 years TIS.

Training: Awarded AFSC 3F551 or 3F051 higher.

Physical Requirements: Must be in good physical condition and be medically qualified in accordance with applicable Air Force and Air National Guard regulations. Must meet Air Force and Air National Guard weight and fitness standards.

Security Requirements: Must be able to meet applicable security requirements to hold appropriate security clearance (Secret).

CONTACT INFORMATION FOR MSgt Jeremy Dean

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E-mail
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Email Subject line: “JFHQ/A1 APPLICATION”

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