< Back to Results

NATIONAL GUARD

Job Title: Human Resources Specialist (Military)
Department: Department of the Air Force
Agency: Air National Guard Units (Title 32)
Job Announcement Number: TN 13-009

SALARY RANGE:	$47,448.00 to $61,678.00 / Per Year
OPEN PERIOD:	Friday, January 18, 2013 to Monday, February 11, 2013
SERIES & GRADE:	GS-0201-09
POSITION INFORMATION:	Full Time - Excepted Service Permanent
PROMOTION POTENTIAL:	09
DUTY LOCATIONS:	1 vacancy in the following location: Memphis, TN United States View Map
WHO MAY APPLY:	Permanently employed Air Technicians Statewide

JOB SUMMARY:
The National Guard is the oldest component of the Armed Forces of the United States and one of the nation's longest enduring institutions. Since the earliest American colonial days, citizens have joined together for collective defense.We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our Tennessee National Guard team and serve your nation, Tennessee and your community!

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

POSITION TITLE: HUMAN RESOURCES SPECIALIST (MILITARY)

POSITION LOCATION: 164TH AW, MEMPHIS, TN

AREAS OF CONSIDERATION: ON BOARD ONLY

FIRST: Permanently employed Air Technicians in Memphis, TN.
SECOND: Permanently employed Air Technicians Statewide.

PD NUMBER: D1622000-566381

APPOINTMENT TYPE: Enlisted

MILITARY COMPATIBILITY: 3S0X1, 3S2X1, 3S3X1

PERMANENT CHANGE OF STATION: NOT AUTHORIZED
Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government's interest.

INTRODUCTION: This position is located within a Cyber Unit of an Air National Guard (ANG) base. This comprehensive description covers five programs/specialties within the Air National Guard Military Personnel Flight. The primary purpose is to administer and accomplish functions of one or more of the following human resources programs: Career Enhancements, Customer Service, Employments, Relocations, and/or Readiness. This position requires military membership. It is designated for National

Agency Information:
Tennessee National Guard
3041 Sidco Drive
ATTN NGTN HRO RP
Nashville, TN
37204
USA

Questions about this job:
Sherry Holman
Phone: (615)313-0648
Email:
SHERRY.HOLMAN@US.ARMY.MIL

Job Announcement Number:
TN 13-009

Control Number: 336086500

Guard enlisted incumbency only. In accordance with AFMAN 36-2108, incumbent performs duties necessary to accomplish military human resources functions in support of programs essential to state Air National Guard daily operations, training and readiness missions.

KEY REQUIREMENTS

- This position is located at 164th AW, TN

Back to top

DUTIES:

DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: 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 program(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). Provides commanders, supervisors, and the MPF staff with a variety statistical data reports pertaining to military HR issues to assist in HR management decisions. 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:

Back to top

QUALIFICATIONS REQUIRED:

REQUIRED SPECIALIZED EXPERIENCE: Must have 24 months experience, education or training involving the administering, delivering maintaining advising, and adapting basic concepts, principles and theories of Human Resource to the unique organizational, management, and mission requirements.

Meeting the months of experience requirement will not by itself be accepted as proof of qualification. Quality, type, and scope of experience or education must be demonstrated to show that applicant is fully qualified to perform duties at the grade level announced.

SUPPLEMENTAL INFORMATION: Resume must reflect applicable experience.

1. Knowledge of military human resources policies, rules, guidelines, instructions, and able to converse effectively with functional managers, advises commanders, customers, and lower graded personnel.
2. Ability to communicate both orally and in writing sufficient to develop and present findings and determinations to management and employees to gain acceptance and understanding of findings and recommendations.
3. Skill using Word, Excel, Power Point, and Access to perform administrative work such as correspondence, reports, and briefing slides.
4. Knowledge of military organizational structure.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: This position is located within a Cyber Unit of an Air National Guard (ANG) base. This comprehensive description covers five programs/specialties within the Air National Guard Military Personnel Flight. The primary purpose is to administer and accomplish functions of one or more of the following human resources programs: Career Enhancements, Customer Service, Employments, Relocations, and/or Readiness. This position requires military membership. It is designated for National Guard enlisted incumbency only. In accordance with AFMAN 36-2108, incumbent performs duties necessary to accomplish military human resources functions in support of programs essential to state Air National Guard daily operations, training and readiness missions.

You MUST submit required documents for your application to be considered.

HOW YOU WILL BE EVALUATED:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume will be made to determine if it shows the minimum Required Specialized Experience. If a rating and ranking is required, your resume will be used to compare your responses against the Supplemental Information which is the Knowledge, Skills and Abilities (KSA's).

The categories used to assess all applicants that are rated is Highly-Qualified, Well-Qualified, and Qualified.

BENEFITS:

Back to top

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Main New Employee Website - http://www.opm.gov/insure/new_employ/index.asp

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: https://www.fsafeds.com/fsafeds/index.asp

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: http://www.opm.gov/insure/health/index.asp

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: http://www.opm.gov/oca/leave/index.asp

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: http://www.opm.gov/insure/life/index.asp

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: http://www.ltcfeds.com/

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: http://www.opm.gov/retire/index.asp

OTHER INFORMATION:

1. **SELECTIVE SERVICE STATEMENT**: If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

2. **EQUAL OPPORTUNITY STATEMENT**: The Tennessee National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be assessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, age, gender, national origin, reprisal, or non-disqualifying handicap. Discrimination due to age or disability are prohibited where not a factor of employment due to the military nature of the position. 29 CFR PART 1614. Discrimination due to gender is prohibited except as the direct combat probability coding policy applies to women.

HOW TO APPLY:

Back to top

To apply for this position, you **MUST** provide the following:

1. Your responses to the Qualifications Questionnaire
2. Your resume
3. If job allows substitution of education for experience you must submit
   REQUIRED CERTIFICATION/TRANSCRIPT

Use the *Online Qualifications Questionnaire* for convenience and quickest processing.

(Here is a link for aiding you in building your Resume and some application tips):
http://www.usajobs.gov/EI/resumeandapplicationtips.asp#icc

Option A: Online Qualifications Questionnaire.

Tips for using the Online Qualifications Questionnaire:

- You must click **both** *Finish* **and** *Submit* when you are done. Your Online Qualifications Questionnaire is not processed - and your résumé is not attached - until you click the *Submit* button, even if USAJOBS says it sent your résumé.

- You can upload or fax supporting documents after you *Submit* the Online Qualifications Questionnaire.
- You must complete the entire process by the closing date -- Monday, February 11, 2013
- To make sure everything you submitted is successfully received, follow these steps:
  1. Go to https://www.applicationmanager.gov and log in using the box on the right hand side of the page.
  2. Click the radio button for this Vacancy Identification Number: 829062. Click *Select a Vacancy*.
  3. Verify that all of your documents appear on the table with a status of *Processed*.
- You can save your work and come back later. Just click both *Save* and *Logout*. (When you want to return, go to https://www.applicationmanager.gov and log in using the box on the right hand side of the page.)
- If you *Submit* more than one Qualifications Questionnaire for this position, the most recent one *Submitted* is the one that is used. Therefore, it is important for you to complete it in its entirety.

To begin your Online Qualifications Questionnaire, choose one of these options:

- If your résumé is going to come ***from*** *the USAJOBS Resume Builder*, you begin the process by clicking the ***Apply Online*** button near the bottom of this page. Your résumé will be attached *only* to the Online Qualifications Questionnaire you complete and *Submit* from this session, not to any Questionnaires you may already have Saved or Submitted.
- If your résumé is going to be one *you prepared* ***outside*** *of USAJOBS Résumé Builder*, click this link to begin the process: Online Questionnaire.

Option B: Paper Qualifications Questionnaire.

If it is not practical for you to use the Online Qualifications Questionnaire, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL: http://www.opm.gov./Forms/pdf_fill/OPM1203fx.pdf or by calling *USAJOBS by Phone* at (703) 724-1850 – after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents by fax.
   - **By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here: http://staffing.opm.gov/pdf/usascover.pdf -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

REQUIRED DOCUMENTS:

To submit the documents requested follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications. Your document(s) can be submitted electronically using the document upload process or by fax. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Note: Please ensure that your resume contains the basic information outlined under the Applying for a Federal Job link: http://www.opm.gov/forms/pdf_fill/of612.pdf

AGENCY CONTACT INFO:

Sherry Holman
Phone: (615)313-0648
Email: SHERRY.HOLMAN@US.ARMY.MIL

Agency Information:
Tennessee National Guard
3041 Sidco Drive

ATTN NGTN HRO RP
Nashville, TN
37204
USA

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a reveiw of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

Instructions for completing the OPM 1203-FX:

If you are applying to this announcement by completing the OPM 1203-FX form instead of using the Online Application method, please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

Social Security Number

Vacancy Identification Number

829062

1. Title of Job

Human Resources Specialist (Military)

2. Biographic Data

3. E-Mail Address

4. Work Information

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

8. Other Information

9. Languages

10. Lowest Grade

09

11. Miscellaneous Information

12. Special Knowledge

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

If you are applying by the OPM Form 1203-FX, leave this section blank.

15. Dates of Active Duty - Military Service

If you are applying by the OPM Form 1203-FX, leave this section blank.

16. Availability Date

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

19. Job Preference

20. Occupational Specialties