
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2012-242

PERSONNEL SYSTEMS MANAGER

PROMOTABLE MSGT-SMSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 17 SEP 2012 Close of Business (COB)

**To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/A1 (Randolph AFB, TX)**. Must be Air Force Specialty Code (AFSC) **V3S07/91**. Duties and Responsibilities: Duties and responsibilities: Should have experience with data query tools such as DISCOVERER and CHRIS. Provide advanced Personnel Data System (PDS) knowledge and expertise to field level Personnel System Manager(s), Joint Force Headquarters staff, NGB staff, HQ USAF, Office of Secretary of the Air Force and Office of Secretary of Defense. Develop new or modified PDS applications/reports based on continual analysis of the PDS requirements and capabilities. Employ methods and analysis to ensure quality data in the current PDS. Extract and analyze data to support ANG senior leadership in policy and programming decisions. Perform problem troubleshooting and resolution. Identify and research problems. Analyze system specifications, applications, database output products, processing edits, input procedures, and data formats to pinpoint problems. Develop a systems change requirement document with the new, changed, or enhanced system processes/procedures/applications or document on a problem report. Responsible for testing system procedures, routines, edits, and products for system releases. Ability to work in a fast-paced headquarters environment is required.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-2503, Paragraph 3.8.

Application for this MVA signifies agreement to the following statement, “I certify that, to the best of my knowledge and belief, all of the information in and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil

