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

2012-246C1

**ASSIGNMENTS, READINESS & ACCOUNTABILITY REQUIREMENTS
MANAGER**

PROMOTABLE MSGT-SMSGT

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

Closeout Date: 19 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) **3S07/91, highly desired V prefix**. Duties and Responsibilities: Incumbent will serve as Senior Requirements Analyst for Personnel Readiness and Accountability for the Readiness and Accountability Requirements Team. Primary areas of responsibility include Mobilization/Demobilization, Duty Status Reporting and Readiness. Additionally member will serve as part of a team responsible for Assignments, Relocations and Leave. Duties will include validating/documenting Total Force personnel system requirements for all military personnel systems (i.e. Military Personnel Data System (MilPDS), Air Force Integrated Personnel and Pay System (AF-IPPS), Tempo Management Tracking System (TMTS), Personnel Tempo (PERSTEMPO), etc.) Validation and documentation includes coordinating these requirements with Air Force and Air Force Reserve counterparts, NGB/A1 and NGB/FM business process owners and subject matter experts. Member should possess a thorough knowledge of the personnel functional requirements and specifications, understanding of the operational environment and be an authority on functional standards. Serves as a Technical Advisor to Business Process Owners regarding personnel functional requirements, business rule implementation and user acceptance testing. Member will be responsible for establishing/updating new and changed requirement specifications, monitoring system change requests from initial creation through analysis, development, testing, and system implementation; serving as interface between business process owners, systems analysts and developers. This position is in a Total Force environment and may require supervision of Air Force, Air Force Reserve, and Air National Guard personnel; the ability to maintain a professional work environment and strict adherence to customs and courtesies is required. TDY travel 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

