
Air National Guard (ANG) Military Vacancy Announcement (MVA)

*(Must be a current ANG, RegAF, or AFRC member
and be eligible for ANG membership)*

2012-266

MANPOWER REQUIREMENTS ANALYST

PROMOTABLE TSGT - MSGT

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

Closeout Date: 19 Oct 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/A1MRC (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **3S371**. Duties and Responsibilities: Incumbent applies extensive knowledge and experience to manpower and organizational philosophy, management principles, fundamental Air National Guard (ANG) and Air Force work center functional responsibilities, and existing manpower policies to provide NGB/A1M sufficient information for decisions on ANG manpower requirements. Evaluates requests for manpower adjustments and/or additional requirements submitted by State Adjutants General, Air Staff Offices, and other governmental offices. Validates manpower requirements using approved manpower tools. Coordinates manpower requirements with Major Commands, ANG and NGB/Air Staff, and state activities to ensure manpower authorizations are accurate, consistent with current policies, and processed to the manpower data file in time to fulfill unit needs. Justifies ANG manpower requirements by preparing accurate, analytical, grammatically correct, and persuasive replies to manpower requests. Reviews programming documents to determine mission conversion requirements and develops statements of manpower requirements to support conversions. Should be knowledgeable and proficient in the use of the automated Manpower Programming and Execution System (MPES). Ensures ANG manpower files accurately reflect manpower required to perform ANG missions by initiating actions to input new requirements and modify existing requirements. Responsible for contents of MPES, which also includes performing internal audits, quality control/error correction, etc. Will implement changes to peacetime and wartime requirements based on approved resource controls. Individual should ensure the correct requirements and resources are depicted on the Unit Manpower Document, which is derived from MPES. Serves as NGB/A1M's representative for manpower requirements at Site Activation Task Force (SATAF) visits. Plans, organizes, and conducts special management advisory studies and consulting services on substantive issues of a broad scope and impact to assess the effectiveness of unit operations. Designs methods and tailors consultation to improve organizational performance. 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.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

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

