

***HQS HRO Personnel Manager  
(Traditional DSG Position)***

***AFSC 3FX00***

***\*\*\*CLOSEOUT DATE: 17 June 2023\*\*\****

**AUTHORIZED GRADE:** CHIEF MASTER SERGEANT (E-9)

**LOCATION:** HQS, Delaware Air National Guard, 1 Vavala Way, New Castle, DE

***\*Retraining Opportunity\* Position is open to Delaware Air National Guard E-9 and promotable E-8***

**SPECIALTY SUMMARY:**

Serves as the State level coordinator for all military personnel programs, including but not limited to: State ANG Military Awards program, enlistment, appointment, performance evaluation reports, promotions, officer and enlisted selective retention, discharges, separations, recruiting, retention, incentives, and training. Exercises the full range of supervisory human resources management responsibilities.

**DUTIES AND RESPONSIBILITIES:**

1. Directly supervises and provides technical and administrative supervision to the Personnel Systems that include Customer Service, Force Management and Force Development functions within Headquarters. May perform military human resources work in any of these program areas. Provides training, evaluates work performance of subordinates, recommends awards when appropriate, and resolves disciplinary problems. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment, while improving business practices. Develops, modifies, and/or interprets performance standards.
2. Executes management policies by developing and implementing internal procedures and plans of action, ensuring conformance to those policies. Takes action to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions, etc. Develops goals and objectives that integrate wing organizational and Force Support Squadron objectives. Researches, interprets, analyzes and applies National Guard Bureau (NGB), Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force (AF), and Department of Defense (DOD) guidelines, policies, instructions, etc.

3. Coordinates personnel policies, directives, and procedures to identify and eliminate ineffective procedures. Evaluates data, reports, studies, and other information as a basis for initiating corrective actions on programs.
4. Serves as principal assistant to the Administrative Officer and in his/her absence ensures continuity of operations.
5. Manages the Federal and State ANG Military Awards program. Develops and implements program guidance. Monitors the effectiveness, equitableness, and adequacy of unit level military awards programs.
6. Assists in the investigation of and may represent the department on Congressional and other high level inquiries. Drafts official replies to Congressional inquiries.
7. Monitors the ANG Schools Program and performs follow-on training for Professional Military Education (PME) and all technical schools not associated with inactive duty training.
8. Conducts research on difficult individual personnel and administrative problems; provides technical and specialized data, background material, and references; and recommends solutions and courses of action to be followed.
9. Collaborates with HRO and A1 on major organization changes and changes based on manpower documents. Serves as a key team member in the strategic planning process at the state and national level.
10. Performs other duties as assigned.

**SPECIALTY QUALIFICATIONS:**

Knowledge is mandatory of personnel management with emphasis on quality force indicators; personnel and administration; military training; Air Force organizations; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques.

**EDUCATION:**

Applicant must have completed the CCAF degree requirements or equivalent (per policy guidance).

Applicant must have completed Senior Noncommissioned Officer Academy

**AFSC:**

\* Retraining Opportunity - Open to any AFSC.\* Member must hold a 7 level in previous AFSC.

\*For retraining, if the 3 skill-level is not waived, member must attend tech school within 12 months (COVID19 tech school limitations will be taken into account)

**APPLICATION PROCEDURES:**

The following items must be included in the application package:

- **Resume**
- **Last 2 Enlisted Performance Reports**
- **Record Review Summary (vMPF)**
- **Printout of current AF Fitness Assessment Score**
- **ASIMS printout**

*Application packages must be forwarded to:*

**MAIL or E-MAIL APPLICATION:**

**Email:** [166aw.dsg.jobannouncement@us.af.mil](mailto:166aw.dsg.jobannouncement@us.af.mil)

**Mailing address:**

166 FSS/DSG Job Announcement  
2600 Spruance Drive – Bldg. 2812  
New Castle, DE 19720  
302-323-3414

Following initial screening, packages will be forwarded to the HQS Director of Staff for interview/selection process. Personnel having additional questions concerning the unit should contact (302)-326-7870.