



# CAREER FIELD FACT SHEET



## Career Field Information

<b>Category:</b> Mission Support	<b>Unit:</b> 102d Fighter Wing	<b>AFSC:</b> 3S0X1
<b>Job Title:</b> Military Personnel Specialist	<b>Equivalent Civilian Career:</b> Human Resources Manager	

### Job Description / Background:

Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures.

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## Technical Training and School Information

<b>School Length:</b> 29 days	<b>School Location:</b> Keesler AFB MS
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## Job Qualifications / Prerequisites

Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management. For entry into this specialty, completion of high school with courses in English composition and speech is desirable.

*The Massachusetts Air National Guard provides all training*  
For more information call 1-800-292-3184 or visit <http://www.maotis.ang.af.mil/join>