

Title: Evaluations Specialist

Desired grade E-5

Minimum Acceptable Grade E-1

Type of Funding MPA Report Date 2/1/2016

Application Due: 1/31/2016 12:00:00 AM

Duration(days) 243

MAJCOM AETC (0J) Supporting Unit name Air Force Personnel Center

Required Documents: Last evaluation or resume

Installation/Location Randolph Air Force Base

AFSC Years /Experience: ANY (1)

Executes Policy and guidance for operation of the Air Force Officer and Enlisted Evaluation Systems. Provides quality review of all enlisted and officer performance reports. Provides direct administrative and computer support to the field. Develops/implements policies and procedures for officer/enlisted evaluation reports and retention recommendation forms. Maintains Access database and provides statistical information to management and HAF when required. Updates, monitors and analyzes MilPDS transactions for accuracy. \*\*Must live in the local area.

Additional Info: Exemplary customer service, communication, and organizational skills are required. Must be comfortable speaking to all ranks/levels. Must possess keen attention to detail. Experience in evaluations, MilPDS, and Excel is strongly desired but not mandatory. Must be willing to work a flexible work schedule.

Contact Information:

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