



Medical Manning Assistance Program Administrative Assistant II “Contingent Upon Award”

Job Title: Medical Manning Assistance Program/Administrative Assistant II
Work Location: JBSA Lackland, San Antonio, TX
Position Classification: Full Time
Security Clearance: Current DoD Active SECRET clearance

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Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions.

Responsibilities

The Medical Manning Assistance Program Administrative Assistant Level II position responsibilities shall include:

- Provide assistance with administering the SG TDY Manning Assistance Program in accordance with AF assignment policy oversight depicted in DoDI 1315.18, Procedures for Military Personnel Assignments; AFI 36-2110, Assignments; and Air Force senior leadership guidance.
- While maintaining records in the area of responsibility for the Department of Defense (DoD), the contractor shall comply with all records management oversight necessary to ensure all Air Force record-keeping requirements, electronic and paper, are met IAW the following:
 - AFI 33-322, Records Management Program
 - AFI 33-364, Records Disposition--Procedures and Responsibilities
 - AF Electronic Records Solution Guide
 - AFMAN 33-363, Management of Records
 - AF Records Information Management System Records Disposition Schedule (AFRIMS RDS). This applies to contractors performing records management support and where contractors perform duties/services/functions in place of U.S. Government employees
 - AFI 33-322, Records Management Program, paragraph 10. In accordance with Title 18, U.S.C., Section 2071, the contractor shall not conceal, remove, mutilate, obliterate or destroy records without proper authority. Air Force Instructions, guides and publications can be accessed at <http://www.e-publishing.af.mil>.
- Assist with Line manning assistance requests to maintain the integrity and continuity of the AF Manning Assistance program during the incumbent's absence.
 - Manning assistance processing includes the following:
 - Receive manning assistance request from requesting organization.
 - Quality check request to ensure it meets criteria in AFI 36-2110, Assignments.
 - Coordinate request with SG functional (assignment officer or Noncommissioned Officer (NCO) for validation.
 - Task and suspense supporting base.
 - Validate and redirect (with prior AFPC functional manager coordination) any reclaims.
 - Notify, by message, tasked individual with courtesy copy to squadron and group commanders and others as required.



- Monitor and maintain manning assistance files.
- Provide assistance for other medical assignment procedural services to include reviewing and processing time on station waivers; review/coordinate on duty Air Force Specialty Code change requests; review, validate and update (where appropriate) overseas tour data, review/coordinate on retirement exception to policy requests and other assignment procedural processes as deemed appropriate by the branch chief.

Qualifications

Required certifications:

- **Current DoD Active SECRET clearance**
- Have a High School Diploma.
- Minimum of 2 year's experience working DoD and Air Force policies and procedures related to Assignment programs.
- Minimum of 2 year's experience working with and using the Military Personnel Data System (MilPDS) and Microsoft Office applications.
- Minimum of 2 year's experience preparing, monitoring, controlling, and processing written and electronic communications from creation to final disposition
- This position supports a U.S. Government contract; per the Executive Order 14042 issued on September 9, 2021, personnel must be fully vaccinated against COVID-19 to fill this role.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee may be required to move ten pounds and could occasionally lift or move up to twenty-five pounds.

Disclaimer: The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

Special Conditions

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment.

Equal Opportunity Employment Statement

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.



Trident Technologies and
Consulting – Global, LLC

T2C-Global POINT OF CONTACT

If interested in applying for the above listed position, please contact us at; recruiter@t2cglobal.com