US Air Force Reserve Jobs — Reserve Personnel Services Specialist — Washington, DC, USA

Description

Reserve Personnel Services Specialist work covers practical military personnel administration duties for readers exploring US Air Force Reserve careers in Washington, DC, USA. Core duties include processing reserve personnel documentation and coordinating service training and record updates, supported by clear notes on progress and outstanding items. Skills in military records and personnel support, alongside good communication, make this type of work easier to manage.

Responsibilities

- Process reserve personnel documentation.
- Coordinate service training and record updates.
- Follow established procedures for documentation and personnel coordination.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with military records and personnel support.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in military records, academic projects, or related service work provides useful preparation for reserve personnel services specialist responsibilities.

Skills

military records, personnel support, scheduling, communication, organization, accuracy

Career Information

Explore the US Air Force Reserve official website for organization and career information.

Hiring organization
US Air Force Reserve

Employment Type

Industry
Military Personnel Administration

Job Location
Washington, DC, United States

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November 14, 2026

Valid through
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