TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

(New Commissioning or Commissioned)

NEW YORK AIR NATIONAL GUARD

107th AW
9910 Blewett Avenue
Niagara Falls, NY 14304-6001

UNIT: 107 AW

POSITION TITLE: Equal Opportunity

MAX AVAILABLE GRADE: **MAJ**

ANNOUNCEMENT #: NF 16-16

DATE: 29 Sep 16

CLOSING DATE: 21 Nov 16

AFSC: 38P

AREA OF CONSIDERATION: **NATIONWIDE**

All candidates may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG.

SPECIALTY SUMMARY

(As outlined in AFOCD Dated 31 Oct 2016)

not all inclusive

QUALIFICATIONS AND SELECTIONS FACTORS

- Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin
- Applications are subject to review by the FSS Commander. If all mandatory requirements are met, applicants must meet an Interview Board.
- The requirements and qualifications prescribed in this announcement are the minimum for this position. Appointment is not assured merely by meeting these requirements. Applicants considered must qualify with the requirements outlined in ANGI 36-2005 and AFI 36-2005

DUTIES AND RESPONSIBILITIES:

- Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.
- Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing.
- Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance
- Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

- Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

KNOWLEDGE: Knowledge. Knowledge of the following core competencies is mandatory: Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, Customer Support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Protocol, Resource Management, Mortuary Affairs, Casualty, SAPR, EO, Resiliency and Quality of Service Programs

EDUCATION: For entry into this specialty, an undergraduate academic degree is required

TRAINING: The following training is mandatory as indicated:

- Training. For award of AFSC 38P3, completion of the Personnel Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory. Additional job specific training is required after completion of entry courses.

EXPERIENCE: For award of AFSC 38P3, a minimum of 24 months of experience is mandatory

Applicants will prepare and forward a Cover letter, Resume, an AF Form 24, AFOQT scores, Current Official College transcripts (forward directly from the college to the address below), DD Form 214, (if applicable), vMPF Record Review Rip (if applicable), current Physical Fitness Evaluation Report (if applicable), DD Form 2807-2, court disposition for any offenses and the Top Secret Position Questionnaire (http://www.107aw.ang.af.mil/careers/opportunities/index.asp).

Complete application package must be received no later than close of business on the closing date of the vacancy announcement, 21 Nov 2016. Incomplete packages will not be considered. For more information or questions contact MSgt Melissa Shenefiel at 716-236-3627 or by e-mail at **Melissa.shenefiel.mil@mail.mil**

MAIL APPLICATION TO: 107th FSS/FSMPM
9910 BLEWETT AVENUE
NIAGARA FALLS, NY 14304-6001
ATTN: MSgt Melissa Shenefiel

Or emailed to: usaf.ny.107-msg.list.fss-customer-service@mail.mil

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