

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

(New Commission or Commissioned)

NEW YORK AIR NATIONAL GUARD

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

UNIT: 107 Force Support Squadron

POSITION TITLE: Personnel

MAX AVAILABLE GRADE: **TBD**

ANNOUNCEMENT #: NF 15-12

DATE: 17 April 2015

CLOSING DATE: 17 May 2015

AFSC 38PX

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 30 April 2015)

Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

QUALIFICATION AND SELECTION 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 MPF and as mandatory requirements are met, applicants must meet an Officer Screening and Interview Board (OSIB).
- 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.
- Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management.
- Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

- Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.
- Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.
- Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.
- Oversee and conduct strategic sourcing studies.
- Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.
- Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.
- 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.
- Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations.
- Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.
- Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.
- Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.
- Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.
- Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

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 38P1: see Appendix A, Paragraph 4, 38P CIP Education Matrix.109
- For entry into 38P1A. Undergraduate degree in mathematics, industrial engineering, management engineering, or operations research and analysis is mandatory.

TRAINING:

- For award of AFSC 38P3, completion of the Personnel Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory.

EXPERIENCE:

- For award of AFSC 38P3, a minimum of 24 months of experience is mandatory.

APPLICATION PROCEDURES: For Newly Commissioned Officers: Applicants will prepare and forward a Cover letter, Resume, an AF Form 24, APPLICATION OF APPOINTMENT AS RESERVE OF THE AIR FORCE OR USAF WITHOUT COMPONENT AF 24, Current Official College transcripts (forward directly from the college to the address below), DD Form 214, RECORD OF SEPARATION/DISCHARGE FROM US ARMED FORCES (if applicable), VMPF Record Review Rip, current Physical Fitness Evaluation Report and DD Form 2807-2(filled out by applicant, not the copy from your medical records) MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT

Commissioned: Applicants will prepare and forward an Cover letter, Resume, an AF Form 24, Application of Appointment as Reserve of the Air Force or USAF Without Component, VMPF Records Review RIP, current Physical Fitness Evaluation Report and DD Form DD Form 2807-2(filled out by applicant, not the copy from your medical records) MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT

NOTE: PLEASE DO NOT ATTACH MATERIAL IN A BINDER OR DOCUMENT PROTECTORS. ALL DOCUMENTS MUST BE INCLUDED IN ORIGINAL PACKAGE BEFORE THE DUE DATE.

Complete application package must be received no later than close of business on the closing date of the vacancy announcement, 17 May 2015. Incomplete packages will not be considered. For more information or questions contact MSgt Melissa N. Shenefiel at 716-236-3627 or by e-mail at melissa.shenefiel@ang.af.mil

MAIL APPLICATION TO: 107TH AW FSS/FSM
9910 Blewett Avenue
Niagara Falls, NY 14304-6001
ATTN: MSgt Melissa N. Shenefiel

Or emailed to : 107AW.FSS.Customer.Service@ang.af.mil **DISTRIBUTION:** 107 AW Home Page/107 AW Message Release