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|  **TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD****AIR NATIONAL GUARD BASE**109th Airlift WingStratton Air National Guard BaseScotia, NY 12302-9752 | **ANNOUNCEMENT#:** | 18-12 |
| **DATE:** | 12 FEB 2018 |
| **CLOSING DATE:** | 12 APR 2018 |
| **UNIT:** 109th Airlift WingStratton ANGB Scotia, NY 12302-9752 | **AFSC:** 3P51 (Entry Level) |
| **MAX AVAILABLE GRADE:** Major/O-4 | **AREA OF CONSIDERATION:** Nation wide All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG. |
| **Appoint as 2LT** -New Commissioning Opportunity |
| **POSITION TITLE:** Public Affairs Officer |
| SPECIALTY SUMMARY: (As outlined in AFI 36-2101 and AF Officer Classification Directory)The Public Affairs specialty provides public affairs advice, trusted counsel, and support to commanders, other senior leaders, and unit personnel. Leverages communication capabilities through an integrated approach to advance commanders’ mission priorities by researching, planning, resourcing, executing, and evaluating public affairs operations. Communicates timely, truthful, accurate, and credible information about Air Force activities to internal and external military and civilian domestic and international audiences, while maintaining due regard for security, accuracy, privacy, and propriety. Builds, maintains, and strengthens public trust and support for the Air Force. Provides leaders with communication tools to build, maintain, and strengthen Airman morale and readiness. Contributes to U.S. global influence and deterrence through information engagement. Related DoD Occupational Groups: 270700 and 270600. |
| **QUALIFICATIONS AND SELECTION FACTORS:*** Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin.
* Applicants are subject to review by the MPF and as mandatory requirements are met, as outlined in applicable regulations and applicants must meet an Officer Screening and Interview Board (OSIB)
* The requirements and qualifications prescribed in this announcement are minimum for nomination of appointment consideration.
* Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in applicable regulations
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| **MINIMUM QUALIFICATIONS**: Must meet the minimum requirements as outlined in AFI 36-2005 and ANGI 36-2005 |
| **MANDATORY SCHOOL**: For award of AFSC 35P3, completion of the Defense Information School Public Affairs Officer Course is mandatory |

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| **DUTIES AND RESPONSIBILITIES**:* Delivers candid and timely communication counsel and guidance to Air Force leaders on the communication and public perception implications of key decisions, policies, and operations and their potential impact on mission success. Participates in the development of plans and policies and monitors operations to assure consideration of such implications.
* Researches, plans, executes, and assesses communication strategies and activities. Ensures all public affairs efforts adhere to applicable federal law, DOD principles governing the release of information, and Air Force policies. Advocates for and manages funds, manpower, training, and equipment to effectively execute public affairs operations to support the mission. Plans, directs, and leads public affairs deployments.
* Ensures a free flow of releasable information to the news media. Establishes and maintains relationships with news media representatives, facilitates media access, prepares Air Force subject matter experts for media interviews, and evaluates media coverage. Supports DOD-approved entertainment industry, documentary, and publication requests.
* Promotes public knowledge and understanding of Air Force missions, organizations, and capabilities. Fosters coordination, cooperation, and mutual appreciation between the Air Force, local communities, state and federal agencies, and DOD/interagency components. Evaluates requests for Air Force support to public events, and coordinates appropriate participation to achieve the commander’s communication objectives. Manages environmental public affairs issues and events and ensures legal mandates for community involvement are met. Assists Air Force recruiting efforts. Advises on capabilities, employment, and limitations of Air Force bands and their use in achieving strategic effects based on the commander’s priorities, initiatives, and intent.
* Establishes the means to link Airmen and their leaders through a robust command information program. Advises about content, propriety, timing, and relative importance of information for internal release through all available means. Contributes to the morale, readiness, productivity, and retention typical of a well-informed force.
* Plans for and manages visual information requirements and directs the centralized collection, management, and distribution of imagery for planning, operational, documentation, public affairs, and historical use. Plans for, directs, and leads Combat Camera Airmen in the visual documentation of exercises and combat, contingency, and peacetime operations
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| **KNOWLEDGE:** Knowledge is mandatory of: missions, roles, functions, organizational structures, relationships, operational planning objectives, policies, customs and courtesies, and history of the Air Force; oral, written, and visual communication concepts and principles; traditional and emerging methods and techniques of disseminating information; basic communication theory; legal and ethical considerations surrounding the practice of communication; communication research and analysis; and joint expeditionary operating environments. |

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| **EDUCATION:** Our office was informed by SAF-PA that it has changed the education requirements for the 35P AFSC career field with tiers based on percentages (see chart). Due to numerous challenges with this new education policy for the ANG, it has been determined to make any 35P Tier 2 & 3 applicant submit a waiver for entry into the 35P Career field. All tier 2 & 3 applicants must show civilian and/or military experience in the Public Affairs career in order to be considered for acceptable entry.  |
| **OTHER QUALIFICATIONS:** * For entry into this specialty, prior enlisted service in any 3N0XX AFSC is desirable.
* For entry and retention of AFSC 35PX, the following are mandatory:
* A valid state driver’s license to operate government motor vehicles in accordance with AFI 24-301, *Vehicle Operations*.
* No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for: 3.5.2.1. Failure to exercise sound leadership principles, especially with respect to morale or welfare of subordinates; or
* Engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*; or documented failures (LOA, LOR or Article 15); or
* Taking or failing to take action in situations, thereby exhibiting a lack of integrity; or
* A violation of Article 107, false official statements, Uniform Code of Military Justice (UCMJ).
* No convictions by a general, special or summary courts-martial.
* No Unfavorable Information File.
* Never been convicted by a civilian court of a Category 1, 2, or 3 offense, nor exceeded the accepted number of Category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. ***NOTE***: Categories of offenses are described and listed in AFI 36-2002, *Regular Air Force and Special Category Accessions*, Uniform Guide List of Typical Offenses.
* For retention of AFSC 35PX, the following are mandatory: 3.5.3.1. Specialty requires routine access to Secret material or similar environment. Completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) in accordance with AFI 31-501, *Personnel Security Program Management.*
* No recorded evidence of substance abuse, emotional instability, personality disorder, or other unresolved mental health problems.
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| **TRAINING:**  For award of AFSC 35P3, completion of the Defense Information School Public Affairs Course is mandatory for active- duty officers. Reserve Component officers may satisfy this requirement by completion of the DINFOS PAQC Advanced Distributed Learning course although completion by the full in-residence course is preferred. |
| **EXPERIENCE:** For award of AFSC 35P3, a minimum of 18 months of commissioned experience in public affairs assignments is mandatory.  |
| **OBIS:** An Officer Screening and Interviewing Board (OSIB) is scheduled to convene to interview all qualified applicants. Applicants will be informed in writing, or telephonically of date and time to appear. |
| **APPLICATION PROCEDURES:** Applicants will prepare and forward a Cover Letter, Resume, one copy of the AF Form 24 (Application of Appointment as Reserve of the Air Force or USAF Without Component), Resume, AFOQT Scores, Current Official College Transcripts (sealed envelope in application, or mailed directly to the address below), DD Form 2807-2 (Medical Prescreen of Medical History Report) and final disposition paperwork for any offenses. **If prior-service**, a Record of Separation/Discharge from the US Armed Forces (if applicable), vMPF records review RIP, most current Physical Fitness Evaluation Report (if applicable). **No later than close-of-business on closing date of vacancy announcement.** |
| MAIL APPLICATION TO:109TH FSS1 Air National Guard RoadScotia, NY 12302-9752**ATTN: SSgt Kaitlyn L. Simmons****For assistance with sending in an application, please contact SSgt Kaitlyn L. Simmons:****Phone 518-344-2381****Email: kaitlyn.l.simmons.3@us.af.mil****For questions regarding the job or details on position requirements, please call (518) 344-2456 to speak with the 109th Airlift Wing Recruiting Office** |
| **DISTRIBUTION:**1 – 109 FSS/FMPS |