|  |  |  |
| --- | --- | --- |
| **TRADITIONAL GUARD VACANCY ANNOUNCEMENT** | | |
| **NEW YORK AIR NATIONAL GUARD**  109th Airlift Wing  Stratton Air National Guard Base  Scotia, NY 12302-9752 | **ANNOUNCEMENT#:** | 20-02 |
| **DATE:** | 09 Jan 2020 |
| **CLOSING DATE:** | 10 Feb 2020 |
| **UNIT:** 109th Airlift Wing  Stratton ANGB Scotia, NY 12302-9752 | **AFSC:** Applicant may be any AFSC; HRAs retain their Primary Specialty Code (PAFSC) while serving in the HRA position. | |
| **ELIGIBLE GRADES:** E7 thru E8 | **AREA OF CONSIDERATION:** E8/E7 enlisted DSG members of the 109th Airlift Wing. AGRs are not military compatible and are ineligible. Full-time military Technicians are eligible to fill the HRA position. | |
| **POSITION TITLE:** Human Resource Advisor | | |
| POSITION SUMMARY:  * Develop and maintain counsel with Wing Commander, Vice Wing Commander and Wing Command Chief to ensure they are apprised of all HRA initiatives * Participate in the Community Action Board (CAB) and/or Community Action Team (CAT) to address diversity & inclusion initiatives throughout the Wing * Ensure that D&I and professional development is integrated into the HRA’s learning and education programs and advances the organization’s strategy * Develop, implement, promote and measure D&I initiatives designed to educate and contribute to a diverse and inclusive organization * Develop, promote and implement professional development initiatives, mentoring events and leadership training programs that advance the personal and professional development and engagement levels of all Airmen * Actively participate in the development of the Wing Strategic Plan * Monitor the selection and promotion boards and processes to ensure fairness and equity * Develop and execute a Fiscal Year (FY) Goals and Objectives (GO) Plan, which is relevant, measurable and aligned with the Wing CC vision, mission goals and the HRA primary focus areas | | |
| **REQUIREMENTS:**   * The maximum authorized grade for the Wing HRA is E-8, Senior Master Sergeant (SMSgt) * Must have a minimum of four years retainability from the date of validation * Applicant may be any AFSC; member’s Primary AFSC must be compatible with the grade authorized * Active Guard Reservists (AGRs) are not militarily compatible and are ineligible to fill the HRA position * The HRA positions are controlled grade positions funded for Drill Status Guard members (DSGs) * Full time military Technicians are eligible to fill the HRA position * Completion of the ANG HRA Orientation Course and all certification requirements within 12 months of appointment to the Wing HRA position is mandatory * HRA must complete all certifications and training required for this position IAW the HRA Training and Certification Requirements in ANGI 36-2110 * HRA SEI designator (1HR) should be added to their military record by their Wing using AF Form 2096 once all certification requirements are fulfilled * Length of the tour for the HRA position will be four years, extendable by two years | | |
| **BENEFITS:**   * N/A | | |
| **NOTE:**   * P.O.C. for this position is 109 AW Command Chief, CMSgt Denny Richardson, DSN: 344-2431, email: denny.l.richardson.mil@mail.mil | | |
| **APPLICATION PROCEDURES:** Applicants will prepare and forward a cover letter, resume, current fitness assessment, last three EPR’s, RIP, and letter(s) of recommendation (optional). | | |
| MAIL APPLICATION TO:  109 FSS  1 Air National Guard Road  Scotia, NY 12302-9752  **ATTN: TSgt Kaitlyn L. Simmons**  **Or email application to kaitlyn.l.simmons.mil@mail.mil**  **For assistance with sending in an application, please contact SMSgt Aletha Camack**  **Phone 518-344-2407**  **Email: aletha.k.camack.mil@mail.mil** | | |
| **DISTRIBUTION:**  1 – 109 AW | | |