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| **TRADITIONAL GUARD VACANCY ANNOUNCEMENT** |
| **NEW YORK AIR NATIONAL GUARD**109th Airlift WingStratton Air National Guard BaseScotia, NY 12302-9752 | **ANNOUNCEMENT#:** | 20-02 |
| **DATE:**  | 09 Jan 2020 |
| **CLOSING DATE:** | 10 Feb 2020 |
| **UNIT:** 109th Airlift WingStratton 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
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| **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
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| **BENEFITS:*** N/A
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| **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
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| **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 FSS1 Air National Guard RoadScotia, 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 |