



Announcement # 20210608  
**105th Airlift Wing**  
**Enlisted DSG Vacancy Announcement**  
**Position: Human Resource Advisor**  
**Announcement Date: 9 June 2021**  
**Closing Date: 25 June 2021**



A. **Position Description:** The HRA is appointed by the Wing Commander and serves on the Commander's staff. HRAs empower, educate and equip Airmen at all levels to successfully leverage diversity's strengths through training and initiatives that enhances individuals' Diversity and Inclusion cultural competencies. The HRA's curriculum and training resources are divided into two programs, one that teaches awareness and attitudes towards the D&I cultural competencies and the other which expands on the knowledge and skills competencies through coaching, gap analysis and emotional intelligence training. The length of term for this position is three years with commander's discretion to extend to six years. See ANGI 36-2110, The Human Resources Advisor Program, for further information concerning the Human Resource Advisor Program.

B. **Mandatory Requirements:**

1. The maximum authorized grade for the Wing HRA is E-8, Senior Master Sergeant.
2. Must have a minimum of four years retainability from the date of validation.
3. Applicant may be any AFSC; member's Primary AFSC must be compatible with the grade authorized.
4. Current E-8 or E-7 eligible for promotion IAW AFI 36-2502, 16 April 2021.
5. Active Guard Reserve (AGR) are not militarily compatible and are ineligible to fill the HRA position.
6. Full time military Technicians are eligible to fill the HRA position.
7. Current member of the Air National Guard

C. **Training:** Completion of the HRA Orientation Course within the first year is mandatory.

D. **Applicant Requirements:**

1. Letter of Intent
2. Military and/or civilian resume
3. Official Military Bio
4. Record of Individual Personnel (RIP)
5. Letter of recommendation from current supervisor and commander
6. AFFMS Fitness Test Score Sheet – must have score of 75% or greater

Instructions for submitting applications:

1. Completed applications are to be emailed to the Wing Exec, Lt Daniel Kiley, at [daniel.kiley.1@us.af.mil](mailto:daniel.kiley.1@us.af.mil) **no later than 25 June 2021** (close of business day) in order to be scheduled for the selection board.
2. The selection board will convene prior to the **AUG RSD**.
3. Recommendations from the selection board will be submitted to the Wing Commander. The announcement of the new HRA will be announced within 2 weeks of selection board completion.

**Suggested Reading Materials for Applicants:**

The Human Resources Advisor Program (ANGI 36-2110) dated 6 August 2019  
Enlisted Force Structure (AFI 36-2618)  
The Airman Handbook (AF Handbook 1) dated 1 October 2017

**Any Questions:** Contact the 105 AW Command Chief, CMSgt Joseph Caulfield at 845-563-2012, [joseph.caulfield@us.af.mil](mailto:joseph.caulfield@us.af.mil)