

TRADITIONAL OFFICER VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD
224th AIR DEFENSE GROUP
366 OTIS STREET
ROME, NEW YORK 13441**

ANNOUNCEMENT #: FY 22-16

POSTING DATE: 15 June 2022

CLOSING DATE: Open Until Filled

UNIT: 174 ATKW assigned to 224 ADG

AFSC: 87Q0

POSITION TITLE:

Director, Complaints Resolution
O-4 (eligible) to O-5

AREA OF CONSIDERATION:

Nationwide

SPECIALTY SUMMARY

(As outlined in AFOCD)

Plans, directs, conducts, and monitors inspector general (IG) complaints resolution programs. Provides policy guidance, procedures, planning, oversight, and direction for implementing the Air Force's Complaints Program and Fraud, Waste, and Abuse (FWA) Program at center, wing, and installation levels. Related DoD Occupational Group: 271200.

QUALIFICATIONS 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 FSS and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interviewing Board (OSIB). The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in AFI 36-2005.

KNOWLEDGE: Knowledge of Air Force objectives, leadership and management concepts and their relationship to mission accomplishment is mandatory

EXPERIENCE: Previous IG and command experience at the unit, wing or MAJCOM highly desired.

The following are mandatory as indicated:

- Demonstrated ability to prepare written reports.
- Recommendation by unit commander.
- No Unfavorable Information File or open IG investigations.
- Must meet requirements listed in Chapter 8 of AFI 90-201, The Air Force Inspection System.
- For retention of this specialty, must maintain IG certification IAW AFI 90-201.

EDUCATION: For entry into this SDI, a Master's degree in management, industrial management, education, psychology, criminal justice, public administration, or business administration with a major in management is desirable.

DUTIES AND RESPONSIBILITIES: Plans, directs, conducts, and monitors IG complaints resolution activities. Operates and manages a complaints resolution directorate within the Office of the Inspector General. Responsible for overall operation, administration, and management of IG complaints resolution programs. Formulates plans and establishes guidance and direction for IG investigations; FWA; administration; operation; training; employment; maintenance; supply; resources; complaints processing; compliance with Title 10 USC Section 1034 (Protected communications; prohibition of retaliatory personnel actions); use, denial, and release of IG records; and safeguarding of IG information and materials. Organizes IG activities. Develops, establishes, and controls methods and procedures to implement IG complaints resolution policies and programs. Provides direction and policy guidance concerning IG complaints resolution programs, plans, requirements, management, complaint processing, FWA, Whistle Blower protection, records release, congressional inquiries, education and awareness initiatives. Provides IG support. Maintains liaison with complainants and those seeking information. Establishes procedures to receive, process, refer, and manage information, resources, assets, and activities to support operation and management of the Air Force's Complaints and FWA Programs. Advises personnel on IG responsibilities, policies, services, and programs. Conducts and monitors IG activities including complaints processing, FWA, reprisal and military Whistle Blower protection, administrative investigations, improper Mental Health evaluations; restriction; release of IG records and information, and referral services to ensure mission accomplishment. Trains commanders and educates base personnel on IG complaints resolution issues and procedures. Provides assistance and referral services. Reviews and evaluates IG complaints resolution programs and activities. Reviews and analyzes methods, procedures, practices, processes, and systems used to accomplish IG activities and functions. Evaluates effectiveness of IG support and office management.

OSIB: An officer Screening and Interviewing Board (OSIB) is projected to convene TBA to interview and/all qualified applicants.

APPLICATION PROCEDURES: Packages must be received no later than close of business on vacancy announcement closing date. Applicants will prepare and email their application package in a PDF Portfolio to include all of the following:

- Cover Letter
- Resume
- One (1) copy of AF Form 24 - Application of Appointment as Reserves of the Air Force or USAF Without Component
- Last three (3) OPRs

APPLICATION SUBMISSION:

To apply to this announcement, please utilize the DoD SAFE website (<https://safe.apps.mil>) and submit your application to the following email: 174.atkw.fss.customer.service.org@us.af.mil. Do not send applications directly to this email address. Any applications directly sent to the email will not be accepted.

Please contact SSgt Rebecca Adamitis (315-233-2149) or A1C Rheanna Freeborn (315-233-2149) with any questions.