

TRADITIONAL GUARD VACANCY ANNOUNCEMENT

NY AIR NATIONAL GUARD

109th Airlift Wing Stratton ANGB Scotia, NY 12302

Position Title	Human Resource Advisor	Announcement #	A24-10
Unit/AFSC	109 th Airlift Wing	Opening Date	2 February 2024
Minimum Grade	E-7	Closing Date	4 March 2024
Maximum Grade	E-8	Area of Consideration	Nationwide. DSG & Technician's E-7 (promotable to E-8) and E-8 may apply

Specialty Summary

(As outlined in ANGI 36-2110)

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 6 ANGI36-2110 6 AUGUST 2019

the knowledge and skills competencies through coaching, gap analysis and emotional intelligence training...

Duties and Responsibilities

1. Reports to the Wing Commander.
2. Develop and maintain liaison with the Wing Commander, Wing Command Chief, Vice Wing Commander, Executive Officer, Equal Opportunity, State Command Chief, Wing Chiefs, Wing First Sergeants, Recruiting and Retention personnel, Unit Career Advisors, Chaplains, Airmen Family Support Services, Yellow Ribbon Program Coordinator, Wing Sponsor Program Monitor, FM leaders, CAIB/ IDS and other entities as needed.
3. Develop and implement a Goals and Objectives (GO) Plan, which is relevant, measurable, and aligned with the Wing and State Joint Diversity Executive Council (JDEC) strategic plan to support mission readiness.
 - The HRA GO Plan is approved by the Wing Commander and communicated to NGB/CFD.
 - Govern usage of resources provided by NGB/CFT.
 - Demonstrate solid flow of communication as the Wing HRA with the Regional Representatives and NGB/CFT.
 - Analyze Wing climate surveys for trends with the Military Equal Opportunity office.
 - Participate in work groups, problem solving, cross-functional or process improvement teams that identify trends of human resource management issues.
4. Actively participate and promote ANG, Wing, and community-based activities designed to increase a culturally diverse organization.
 - Provide diversity and inclusion training and initiatives
 - Foster culture of formal and informal mentoring
 - Practice continuous improvement of diversity at the Unit/ State level with education, briefings, marketing, and promoting initiatives to enhance the mission.
5. Documentation
 - Submit Semi-Annual activity reports as the Wing HRA to the Regional Representatives.
 - Review all reports for trends or issues and annotate status.
 - Develop and maintain an HRA Continuity Book.
 - Develop a filing system and maintain all pertinent HRA documentation.

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6. Notify the Regional Representative of changes, projected changes of the Wing HRA positions, and other information as required by the Regional Representatives or the HRA program manager.
 - Notify Regional Representative when completed two years of the three year tour.
 - Notice of advertised Wing HRA position must be sent to Regional Representative.
7. Provide Semi-Annual report to Wing CC and Wing CCM, to include demographics, trends (exit surveys) and other pertinent information in coordination with MEO.
8. Need to be cognizant of all boards and selection committees to ensure fairness and diversity.
9. Additional duties, responsibilities and qualifications can be found in ANGI 36-2110, The Human Resource Advisor Program

QUALIFICATIONS AND SELECTION FACTORS

Qualification: 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.

SELECTION: Candidates will meet a board for selection. Interviews will be conducted for eligible candidates and names will be stratified to the Wing Commander for final approval. Upon selection, a validation package will be developed by the Wing, IAW section 4.3 and electronically submitted to the HRA PM within 30 days of the selection.

Knowledge: Position requires Knowledge of computer software products for word processing and graphical presentations.

Education: Not Used

EXPERIENCE: Must be highly motivated and capable of fulfilling the role the Wing Human Resources Advisor as prescribed in ANGI 36-2110. Must have exceptional verbal and written communication skills. Must have superior leadership and management skills for the position. Must uphold and demonstrate a professional image in representing the 109th Airlift Wing.

OTHER QUALIFICATIONS: Must meet and maintain AFFMS II Fitness criteria. Max Length of Term: Individual is appointed for 4 years and can be considered for subsequent 2 years, without exceeding 6 years as the Wing HRA. Will have a minimum of four years retainability from the date of validation. Required Course: Attendance at the ANG HRA Orientation Course within 12 months of appointment to the Wing HRA is mandatory. HRA must complete all certifications and training required for this position IAW the HRA Training and Certification Requirements.

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 one (1) PDF Portfolio with titled naming convention as follows VAXX-XX LAST FIRST (ex. VA23-01 SMITH JOHN) to include all the following:

- Resume
- vMPF Records Review (RIP)
- Official Military Biography
- Last three (3) EPR's or EPB

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- myFitness Report
- Letter of Recommendation (Optional)

Please email applications to: karolyn.devito.1@us.af.mil

Chapter 4

HRA ELIGIBILITY, SELECTION, VALIDATION AND TERM OF APPOINTMENT

4.1. Eligibility

4.1.1. The maximum authorized grade for the Wing HRA is E-8, Senior Master Sergeant (SMSgt).

4.1.2. Must have a minimum of four years retainability from the date of validation.

4.1.3. Applicant may be any AFSC; member's Primary AFSC must be compatible with the grade authorized. The HRA position is unique to the ANG. HRAs retain their Primary Air Force Specialty Code (PAFSC) for administrative purposes only, while serving in the HRA position.

4.1.4. 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).

4.1.5. Full time military Technicians are eligible to fill the HRA position.

4.2. Selection.

4.2.1. Vacancy announcement shall be posted over Regularly Scheduled Drill (RSD) periods, to ensure widest possible dissemination.

4.2.2. Selection boards will be held for all HRA positions. The board will interview all eligible candidates and stratify names to the Wing Commander for final approval.

4.2.3. Upon selection, a validation package will be developed by the Wing, IAW section 4.3 and electronically submitted to the HRA PM within 30 days of the selection.

4.3. Validation.

4.3.1. The Wing submits the HRA selection package to the HRA Program Manager for validation to include the following:

4.3.1.1. Appointment letter signed by the Wing Commander. (See **attachment 2**)

4.3.1.2. Current redacted Report of Individual Personnel (RIP).

4.3.1.3. HRA Member Data Information Form NGB Form 840. (See **attachment 3**)

4.3.2. Validation is granted upon approval from the HRA Program Manager.

4.3.2.1. The HRA Program Manager will send an acknowledgement memorandum to the Wing CC, Wing CCM, and the ANGDC Co-Chair or Alternate Co-Chair notifying them of the approved/disapproved request.

4.3.2.2. The "assigned to position" date will align with the date on the validation acknowledgement memorandum – not the date on the Wing appointment letter.

4.3.3. The Wing is responsible for updating the UMD to reflect this move.

4.4. Term of Appointment and Certification Requirements.

4.4.1. Completion of the ANG HRA Orientation Course and all certification requirements within 12 months of appointment to the Wing HRA position is mandatory. Failure to complete these requirements within 12 months of the selection validation will result in removal from this position.

4.4.2. HRA must complete all certifications and training required for this position IAW the HRA Training and Certification Requirements (**Attachment 4**)

4.4.3. HRA SEI designator (1HR) should be added to their military record by their Wing using AF Form 2096 once all certification requirements are fulfilled.

4.4.4. Length of the tour for the HRA position will be four years. The Wing Commander can request an extension of up to two years for the incumbent. This request be submitted to and approved by the HRA Program Manager.