

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT**NY AIR NATIONAL GUARD**109th Airlift Wing Stratton ANGB Scotia, NY 12302

Position Title	Public Affairs Officer	Announcement #	A26-14
Unit/AFSC	109 th Airlift Wing/ 35P	Opening Date	10/20/2026
Minimum Grade	No Minimum	Closing Date	11/20/2026
Maximum Grade	O-4	Area of Consideration	STATEWIDE
New Commissioning Opportunity		Selecting Official	Lt Col Semerad

Specialty Summary*As outlined in AFOCD dated 30 April 2026*

Specialty Summary. Provides public affairs advice, counsel, and support to commanders, other senior leaders, and unit personnel. Integrates communication capabilities to advance commander priorities through research, planning, resourcing, execution, and evaluation of public affairs operations. Communicates timely, truthful, accurate, and credible information concerning Air Force activities to internal and external military and civilian audiences while maintaining security, accuracy, privacy, and propriety. Builds and sustains public trust and support for the Air Force, provides communication tools that enhance Airman morale and readiness, and supports United States influence and deterrence through information engagement.

Duties and Responsibilities

PUBLIC AFFAIRS OFFICER
(Changed 30 Apr 26)

- 2.1. Advises commanders and senior leaders. Provides Public Affairs advice, counsel, and recommendations to commanders, senior leaders, and unit personnel concerning the communication and public-perception implications of policies, decisions, operations, exercises, incidents, and events. Assists leaders with communication planning, message development, public engagement, media engagement, and communication-risk mitigation.
- 2.2. Plans Public Affairs operations. Researches, plans, coordinates, executes, and evaluates Public Affairs programs, communication strategies, campaigns, and activities in support of the 109th Airlift Wing mission, commander priorities, readiness requirements, exercises, contingency operations, and community engagement objectives. Develops communication objectives, target-audience analysis, key messages, communication products, timelines, resource requirements, and measures of effectiveness.
- 2.3. Conducts media operations. Facilitates the timely release of approved information to news media and other external audiences. Establishes and maintains professional relationships with local, regional, national, and military media representatives. Coordinates media queries, interviews, media access, news releases, media advisories, press conferences, and other media-engagement activities. Prepares commanders and subject matter experts for media interviews and public engagements.
- 2.4. Executes command information programs. Develops, writes, edits, coordinates, and disseminates command-information products for internal audiences. Produces or supports the production of news articles, feature stories, fact sheets, talking points, speeches, newsletters, internal-information products, and commander communication products that inform Airmen, families, retirees, and other authorized audiences.
- 2.5. Conducts community engagement and civic outreach. Plans, coordinates, and supports community-engagement activities that strengthen public understanding, trust, and support for the 109th Airlift Wing. Supports civic-leader engagements, public events, distinguished-visitor activities, school and community outreach, recruiting-support activities, and other approved public affairs programs.
- 2.6. Supports digital communication and social-media operations. Develops, coordinates, publishes, and evaluates content for official websites, social-media platforms, and other digital communication channels. Uses audience

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research, analytics, trends, and feedback to improve the timeliness, effectiveness, reach, and accuracy of official communication.

2.7. Supports visual-information operations. Plans, coordinates, and supports photography, video, graphics, imagery, and other visual-information requirements. Ensures visual-information products support operational documentation, historical records, internal communication, external communication, media operations, community engagement, and commander priorities.

2.8. Supports information review and release processes. Coordinates the review of proposed public-release material to ensure accuracy and compliance with applicable security, privacy, operational-security, policy, and propriety requirements. Identifies potential communication risks and coordinates with appropriate functional offices before release of information.

2.9. Supports crisis communication and contingency operations. Supports communication planning and execution during emergencies, exercises, accidents, incidents, domestic-support operations, contingencies, and deployments. Assists with developing crisis-communication plans, holding statements, communication products, media-response procedures, and continuity procedures.

2.10. Develops Public Affairs personnel and resources. Assists with the training, readiness, supervision, professional development, and mentorship of Public Affairs personnel. Assists with management of Public Affairs programs, equipment, resources, budgets, training requirements, records, workflows, and additional-duty communication programs, as applicable. Maintains individual readiness for worldwide mobility, contingency, and deployment requirements.

Specialty Qualifications and Education

3.1. Knowledge. Must maintain knowledge of Air Force missions, organization, policies, and history; Public Affairs principles and operations; written, oral, visual, and digital communication; communication planning and evaluation; media operations; command information; community engagement; social-media and web communication; visual information; public release procedures; information security; crisis communication; and contingency or deployment operations.

3.2. Education. For entry into this specialty, a baccalaureate degree from an accredited institution is required. Applicants must meet the current Department of the Air Force Officer Classification Directory academic eligibility requirements for AFSC 35P.

3.2.1. Tier 1—Primary and Preferred degree category. Communication, journalism, fine arts and related programs.

3.2.2. Tier 2—Desired degree categories. Rhetoric and composition/writing studies; psychology; international relations and national security studies; political science and government; and marketing.

3.2.3. Tier 3—Permitted degree category. Other baccalaureate degree programs may be considered subject to current Air Force accession-management limitations and approval requirements.

3.3. Training. For entry into this specialty, successful completion of an approved commissioning source, such as Officer Training School, Air Force Reserve Officer Training Corps, a United States service academy, or another approved commissioning program, is required.

3.3.1. Upon appointment into the Public Affairs career field, officers are awarded the entry-level AFSC of 35P1.

3.3.2. For award of AFSC 35P3, completion of the Defense Information School Public Affairs Qualification Course, required core-task training, and 18 months of commissioned experience in a Public Affairs assignment are required.

3.3.3. For Reserve Component officers, completion of the Public Affairs Qualification Course Advanced Distributed Learning option may satisfy the 35P3 training requirement when authorized; completion of the in-residence course is preferred.

APPLICATION PROCEDURES: All applicants will prepare and forward the following no later than close of business on closing date or by email:

- Cover Letter addressing the applicant's Public Affairs, communication, media, visual-information, or related experience

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- Resume
- Current biography of applicant
- Air Force Officer Qualifying Test score report, if applying for an initial commission
- Last three performance reports, as applicable: EPRs for enlisted applicants or OPRs for commissioned applicants
- Copy of current official college transcripts
- Recent vMPF Record Review RIP
- Copy of valid state driver's license
- Most current Physical Fitness Evaluation Report

Applications must be submitted as 1 PDF document*, portfolios will NOT be accepted

**Documents that are digitally signed will have to be "Printed to PDF" to combine*

Application must be received no later than close of business on closing date of vacancy announcement.
Incomplete applications will not be considered.

SELECTION BOARD

A selection board will convene to interview all qualified applicants. Applicants will be informed either in writing or telephonically of the date and time to appear.

Selecting Official: Lt Col Semerad

APPLICATIONS PACKAGES WILL ONLY BE ACCEPTED VIA E-MAIL

EMAIL: jared.semerad@us.af.mil

EMAIL: megan.laclair@us.af.mil

SUBJECT: A26-14, 109th Public Affairs Officer

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