

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

(New Commissioning)

NEW YORK AIR NATIONAL GUARD ANNOUNCEMENT #: NF 13-18

107th Airlift Wing
9910 Blewett Avenue
Niagara Falls, NY 14304-6001

DATE: 24 Jan 2013

CLOSING DATE: 14 Mar 2013

AFSC: 38P1

UNIT: 107 Force Support Squadron

AREA OF CONSIDERATION: STATEWIDE

POSITION TITLE: PERSONNEL OFFICER

All candidates may apply who meet the basic qualifications for this position and who are eligible

MAX AVAILABLE GRADE: Major/O-4 Appoint as 2nd Lt if newly commissioned. for membership in the NYANG.

SPECIALTY SUMMARY

(As outlined in AFOCD Dated 31 Oct 2012)

Define, develop, shape, sustain, and deliver mission-ready Airmen across the Total Force. Responsibilities include defining Air Force Manpower and Organization Requirements, managing Human Resources, managing and providing Education and Training Requirements, regenerating Airmen, feeding Airmen, developing Human Capital Strategies, applying Laws and Policies, compensating Airmen, providing Fore Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, and 280500.

QUALIFICATIONS AND SELECTIONS 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 Commander. If all mandatory requirements are met, applicants must meet an Officer Screening and Interview Board (OSIB).
- The requirements and qualifications prescribed in this announcement are the minimum for this position. Appointment is not assured merely by meeting these requirements. Applicants considered must qualify with the requirements outlined in ANGI 36-2005 and AFI 36-2005

DUTIES AND RESPONSIBILITIES:

- Participates in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization.
- Determine Total Force manpower requirements across the spectrum of Air Force capabilities.
- Develop, test, evaluate, and maintain air Force recognized organization structure.
- Administer Air Force performance management and productivity programs.
- Oversee and conduct strategic sourcing studies.

KNOWLEDGE: Knowledge of the following core competencies is mandatory:

- Force Development, Career Development, Force Management, Civilian Employee Management, Requirements Determination, Organization Principles, Performance Management, Manpower Resource Allocation, customer support, Readiness, Food Operations, Fitness Operations, Lodging Operations, Recreation, Protocol, Resource Management, Mortuary Affairs, Casualty , SAPR, EO, Resiliency and Quality of Service Programs

EDUCATION: The following education is required for entry into 38P1:

- Undergraduate academic specialization in finance or accounting, economics, public administration, or human resource management is desirable
- Undergraduate degree in operations analysis, operations research, industrial engineering, management engineering, or mathematics, for 25 percent of 38P1 accessions is mandatory
- Undergraduate academic specialization in business administration for 25 percent of 38P1 accessions is mandatory.

TRAINING: For award of AFSC 38P3, completion of the Personnel Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory.

EXPERIENCE: For award of AFSC 38P3, a minimum of 24 months of experience is mandatory.

APPLICATION PROCEDURES:

New Commissioning: Applicants will prepare and forward a Cover Letter, Resume, an AF Form 24, APPLICATION OF APPOINTMENT AS RESERVE OF THE AIR FORCE OR USAF WITHOUT COMPONENT, AFOQT Scores, Current Official College Transcripts (forwarded directly from the college to the address listed below), DD Form 214, Record of Separation/Discharge from the US Armed Forces (if applicable), Record Review RIP, current Physical Fitness Evaluation Report (if applicable) and DD Form 2807-2, MEDICAL PRESCREEN OF MEDICAL HISTORY REPORT.

Complete application package must be received no later than close of business on the closing date of the vacancy announcement. Incomplete packages will not be considered.

MAIL APPLICATION TO: 107th FSS/FSMPM
9910 BLEWETT AVENUE
NIAGARA FALLS, NY 14304-6001
ATTN: MSgt Dawn M. Leiser

DISTRIBUTION:

HQ NYANG/DPMO
107 Message Release