

TRADITIONAL GUARD VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD

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

UNIT: 107TH Airlift Wing

POSITION TITLE: CHAPLAIN ASSISTANT

MAX AVAILABLE GRADE: SSGT

ANNOUNCEMENT #: NF 13-10E

DATE: 22 Jan 2013

CLOSING DATE: 14 Mar 2013

AFSC: 5R051

AREA OF CONSIDERATION: NATIONWIDE

All candidates may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG.

SPECIALTY SUMMARY

(As outlined in AFOCD Dated 31 Oct 2012)

The Chaplain Assistant Career Field builds a culture of spiritual care and facilitates the free exercise of religion for Air Force members, their families and other authorized personnel. As experts in principles of religious diversity, religious accommodation, major faith group requisites, privileged communication and religious program management, Chaplain Assistants advise leaders at all levels on religious accommodation, ethical, moral and morale issues, especially for the enlisted force. Chaplain Assistants are actively engaged and intentionally integrated into unit visitation plans to include unit meetings, commander calls, training with the unit and other unit activities. They also are trained in religious support to hospitals and mortuaries.

DUTIES and RESPONSIBILITIES

- Manage religious programs. Partnered with Chaplains to develop, manage, control and evaluate religious programs to ensure effectiveness.
- Resource and manage support of religious observances to include worship, liturgies, rites and other religious requirements for all faith groups.
- Manage, in conjunction with Chaplain corps personnel manage manpower positions, personnel, lay volunteers, appropriated funds, Chapel Tithes and Offerings funds (CTOF), non-appropriated and MWR funds, religious facilities, supplies and equipment.
- Manage chapel administration to include records management, forms, publications, publicity, professional correspondence, background checks, operating instructions, suspense actions and other administrative needs of the Chaplain Corps mission.
- Conducts crisis intervention counseling. Chaplain Corps is the only function with 100% privileged communication and chaplain assistants are commonly the first line of care for Airmen in need.

KNOWLEDGE: Knowledge is mandatory of the concepts and principles of religious diversity, religious accommodation, major faith group requirements, privileged communications, conflict

management, screening and interviewing techniques, crisis intervention, trauma response, suicide intervention and prevention, volunteer and religious projects and programs management, resource administration and internal controls, contingency planning, deployment and mobilization procedures, personnel readiness, force protection and physical security of resources.

EDUCATION: For entry into this specialty, completion of courses in English composition, accounting, computer operations, world religions and human behavior is desirable.

TRAINING: The following training is mandatory for award of the AFSC indicated:

5R031: Completion of a chaplain assistant apprentice course.

5R071: Completion of a chaplain assistant craftsman course via distance learning.

For award of AFSC 5R031, completion of the Air Force Chaplain Assistant Apprentice Course is mandatory.

EXPERIENCE: The following experience is mandatory for award of the AFSC indicated:

5R051: Qualification in, and possession of AFSC 5R031. Also, experience in supporting religious program management, advising leadership, crisis intervention counseling and unit engagement.

5R071: Qualification in, and possession of, AFSC 5R051. Also, experience in leading and managing personnel and resources to advise leadership, conducting crisis intervention counseling, engaging in units and managing religious programs.

OTHER: For entry, award, and retention of this AFSC.

- Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists.)
- Recommendation by the Wing Chaplain and Superintendent/NCOIC, Chapel Operations, that the individual is acceptable for entry into the career field and approval by the MAJCOM Chaplain Assistant Functional Manager.
- Possess high standards of military conduct
- Ability to speak distinctly
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No convictions by courts-martial or convictions by a civilian court except for minor traffic violations and similar infractions listed in AFI 36-2002, Regular Air Force and Special Category Accessions.
- No record of disciplinary action for financial irresponsibility, domestic violence or child abuse.
- Never convicted in civil or UCMJ proceedings (to include judicial and non-judicial punishment) for any type of drug abuse or drug-related offense.
- No history of disciplinary action (Article 15 or court-martial) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for failure to exercise sound leadership with respect to morale or welfare of subordinates.

- For award and retention of AFSCs 5R05/71/91/00, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.
- Must maintain eligibility for chaplain Assistant duties IAW AFI 52-102, Vol 2, Chaplain Assistant Professional Development

ADDITIONAL REQUIREMENTS: Aptitude Scores: **Administrative-35 General-44**

Physical Profile: P-3, U-3, L-3, H-2, E-3, S-3

APPLICATION PROCEDURES:

Applicants will prepare and forward a cover letter, resume of military experience, v-MPF Record Review RIP, and current fitness test.

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:

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