

# NEWLY COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

**NEW YORK AIR NATIONAL GUARD**  
**174th ATTACK WING**  
**6001 EAST MOLLOY ROAD**  
**SYRACUSE, NY 13211-7099**

**ANNOUNCEMENT#:** FY 16-16

**DATE:** 6 Jun 16

**CLOSING DATE:** 28 Jul 16

**UNIT:** 174<sup>th</sup> Force Support Squadron

**AFSC:** 38P1/3

**POSITION TITLE:**

Personnel Officer  
2LT-MAJ

**AREA OF CONSIDERATION:**

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

## SPECIALTY SUMMARY

(As outlined in AFMAN 36-2105)

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 Force Readiness and Quality of Service Programs, and serves as senior staff advisor to commanders. Related DoD Occupational Group: 150000, 156000, 157000, 270200, 270300, 271400, 280500.

## 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 MPF 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 ANGI 36-2005.

**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.

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

**EDUCATION:** For entry into this specialty, undergraduate academic specialization in human resource management, business administration, sociology, psychology, public administration, mathematics, industrial engineering, industrial engineering technology, management engineering, quality management, management, computer science, organizational development, behavioral science, operations research, or education is desirable.

(SEE REVERSE)

**•DUTIES AND RESPONSIBILITIES:** Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance. Oversee and conduct strategic sourcing studies. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing. Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.

**OTHER QUALIFICATIONS:** Applicant must be less than age 35 at the time of commissioning. Must satisfactorily complete the AF Officer Qualifying Test (AFOQT) prior to selection board and (after selection) pass a COMMISSIONING PHYSICAL. Applicant is encouraged to contact SMSGT KARA NIELSEN@ (315) 233-2147 ASAP to be scheduled for the test. The results must be available prior to scheduling the OSIB. (Applicant may apply for position prior to test taking). When selectee is approved for appointment by NGB, attendance of six weeks at the TFOT is MANDATORY.

**OSIB:** An officer Screening and Interviewing Board (OSIB) is projected to convene O/A TBA, Unit Training Assembly (UTA) to interview and/all qualified applicants.

**APPLICATION PROCEDURES:** Applicants will prepare and forward a Resume, and one (1) copy of AF Form 24 - Application of Appointment as Reserves of the Air Force or USAF Without Component, a copy of their college transcripts with diploma and a copy of their AFOQT Scores ( if applicable) **No Later Than Close of Business of Closing Date on Application.**

**MAIL APPLICATION TO:** 174TH FSS/FSMP  
6001 EAST MOLLOY ROAD  
HANCOCK FIELD  
SYRACUSE, NY 13211-7099  
(ATTN: SSGT JULIE A. HOBBS)

**DISTRIBUTION:**

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