

POST ON BULLETIN BOARD
DRILL STATUS GUARDSMAN
POSITION VACANCY ANNOUNCEMENT
141st AIR REFUELING WING STAFF
WASHINGTON AIR NATIONAL GUARD
DSG ANNOUNCEMENT # FY-24-05-031

WASHINGTON AIR NATIONAL GUARD	OPENING DATE:	CLOSING DATE:	POSITION NUMBER:
141st Air Refueling Wing HQ 1 East Bong Street Fairchild AFB WA 99011	31 May 2024	30 June 2024	0858029
POSITION TITLE, GRADE, AFSC, FACILITY:			
Wing Human Resources Advisor (HRA), SMSgt/E-8, AFSC – Any			
MINIMUM REQUIREMENTS FOR CONSIDERATION:			
<ul style="list-style-type: none"> • MSgt/E-7 or SMSgt/E-8. Maximum authorized grade for the Wing HRA is E-8, SMSgt. • Must have a minimum of four years retainability from the date of validation. • 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. • 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). • Full time military Technicians are eligible to fill the HRA position per ANGI 36-2110. • Must attend the HRA Orientation course within one year of appointment. • Candidate must fully comply with: <ul style="list-style-type: none"> • AFI 36-2903 Dress and Personal Appearance of Air Force Personnel • ANGI 10-248 Air National Guard Fitness Program • Strong written and verbal communication skills, especially public speaking. • Demonstrate an understanding of diversity, inclusion, and force development. 			
AREA OF CONSIDERATION:			
Current members of the Washington Air National Guard and those members eligible to join the WA ANG.			
WORKING CONDITIONS:			
The RSD working conditions are typically within the 141 Wing Annex, Bldg 2185, at Fairchild AFB, WA. TDYs and deployments as required supporting the mission.			
SUMMARY OF DUTIES:			

1. LENGTH OF TERM: Initial tour is 2-4 years, not to exceed 6 years.
2. NECESSARY BEHAVIORAL COMPETENCIES: Initiative/Responsibility, Teamwork and Relationships, Integrity and Trust, Influencing, Problem Solving/Decision Making and Effective Communication.
3. SUMMARY OF DUTIES: Develop and maintain liaison with the Wing Commander, Vice Commander, Executive Officer, Equal Opportunity, State and Wing Command Chief Master Sergeant, HRA Region Representatives, Unit Career Advisors, First Sergeant, Recruiters, Retention Office Manager, Chaplain, Family Support Services, DPH, Yellow Ribbon Program Coordinators and Community Leaders. Facilitate classes and discussions related to Emotional Intelligence, Unconscious Bias, Effective Communication, Mitigating Microaggressions, and Coaching. Human Resource Advisors are cultural change agents that advocate for inclusion within the wing. Refer to ANG 36-2110 for full description of duties.
4. Actively participates in a Wellness and Diversity Outreach Team (WaDOT) and with key personnel for the purpose of addressing diversity issues throughout the Wing.
5. Develop and implement an annual (fiscal-year) Wing Goals and Objectives (GO) Plan, which is relevant, measurable, and aligned with the state/wing strategic plan to support mission readiness.

- a. Submit Wing GO Plan to HRA Region Representatives for review; final approval by Wing Commander
 - b. Submit approved wing GO Plans to HRA Region Representatives and post to HRA SharePoint
6. Actively participate in the creation of the wing strategic plan and maintain relevant documentation.
7. Actively participate and promote ANG and community-based activities designed to increase a culturally diverse organization.
8. Assume responsibility for assigned groups, squadrons and Geographically Separated Units (GSUs), unless local situations or unit/host agreements dictate otherwise
9. Promote a diverse and inclusive philosophy in force development issues/challenges.
10. Promote a diverse and inclusive philosophy in force management issues/challenges.
11. Timely submission and/or creation of reports.
 - a. Annual HRA Activity Report provided to HRA Region Representatives/HRA SharePoint
 - b. Develop and maintain all pertinent HRA documentation.
12. Notify the HRA Region Representatives of changes, projected changes of the wing HRA positions, and other information as required by the regional representatives or the HRA program manager.
13. Provide a copy of annual reports to wing commander, vice commander and Command Chief (CCM) with pertinent information related to the completion of required responsibilities and duties outlined in ANGI 36-2110. See HRA SharePoint for required information.
14. Work in conjunction with the wing Command Chief (CCM) on all boards and selection committees to ensure fairness and diversity philosophy is evident.
15. Maintain relationship with NGB HRA program coordinator and region representatives.
16. Provide training to newly appointed wing HRA.

SPECIALIZED EXPERIENCE:

Eligibility will be in compliance with State, and Wing hiring requirements for E-7 and above.

INFORMATION

1. If selectee is an AGR, assumption of position cannot be made until the Manning Change Request (MCR) has been approved by NGB.
2. If this is a promotion announcement, but a change is required to the manning document – the promotion package may not be submitted until the Manning Change Request (MCR) has been approved by NGB.
3. The unit POC for this announcement must submit a completed DSG Selection Package to the FSF/FSS certifying validity of the interview and selection process.

INSTRUCTIONS TO APPLICANTS

APPLICATION REQUIREMENTS:

1. Resume cover letter explaining desire to serve in the Human Resources Advisor position
2. Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
3. Current Report of Individual Person (RIP)
4. Point Credit Summary (PCARS) from vMPF.
5. Current Report of Individual Fitness
6. Letter(s) of Recommendation (Optional)
7. Last 3 EPRs

EMAIL RESUME TO:	OR SEND TO:
Lt Col Michael Hart Michael.Hart.3@us.af.mil Applications must be received NLT 1600 on closing date.	141 ARW/CCE 1 East Bong Street Fairchild AFB WA 99011 Applications must be received NLT 1600 on closing date.

EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration. Selection and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan.