

**OFFICER VACANCY ANNOUNCEMENT  
FOR APPOINTMENT TO THE 147 RECONNAISSANCE WING  
TEXAS AIR NATIONAL GUARD**

**POSITION:** 0165430, Human Resources Officer  
**LOCATION:** 147<sup>th</sup> Reconnaissance Wing  
Ellington Joint Reserve Base Houston, Texas 77034

**ANNOUNCEMENT NO:** 147-16-30  
**OPENING DATE:** 23 February 2016

**GRADE:** O-1 NTE O-4

**CLOSING DATE:** 22 Mar 2016

**AREA OF CONSIDERATION:** NATIONWIDE

**AFSC:** 38P3 (No Trainees)

**HOW TO APPLY:** USAF, AF Reserves or ANG commissioned officers will submit a completed AF Form 1288 (Application for Reserve Assignment), record review RIP, copies of the last three OPR's, current passing fitness test results, Personal Individual Medical Readiness (PIMR) status, resume, letter of introduction and letters of recommendation (max 3). **This is a part time/traditional announcement. See USAJobs Announcement # 147-16-17 to apply for full time hire.**

**PERSONAL INTERVIEWS:** Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

**REASONABLE COMMUTING DISTANCE:** Vacancies will normally be filled from personnel who are within or are willing to move within reasonable commuting distance of the military unit (Not to exceed 50 miles).

All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, and other non-merit factors.

**MINIMUM POSITION QUALIFICATIONS:**

**REFERENCE:** Air Force Officer Classification Directory (AFOCD), dated 30 April 2015

**1. Specialty Summary.** 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.

**2. Duties and Responsibilities:**

2.1. Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.

2.2. 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.

2.3. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

2.4. 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.

2.5. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.

2.6. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.

2.7. Oversee and conduct strategic sourcing studies.

2.8. 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.

2.9. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.

- 2.10. 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.
- 2.11. 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.
- 2.12. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.
- 2.13. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.
- 2.14. 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.
- 2.15. Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.
- 2.16. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

### **3. Specialty Qualifications:**

- 3.1. 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.
- 3.2. Education. For entry education requirements see Appendix A, Paragraph 17, 38P CIP Education Matrix.
- 3.3. Training. For award of AFSC 38P3, completion of the Personnel Officer Initial Skills Training (IST) Course including Officer Field Education (OFE) is mandatory.
- 3.4. Experience. For award of AFSC 38P3, a minimum of 24 months of experience is mandatory.
- 3.5. Other. Not used.

### **Remarks:**

- 4.1. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.
- 4.2 Questions regarding this announcement should be directed to Col Matthew W. Allinson commercial (281) 929-2339 or DSN 454-2339.
- 4.3 All questions regarding Officer Appointments with regards to this announcement should be directed to MSgt Mark W. Ward at commercial (832) 632-1387 or email at [mark.w.ward6.mil@mail.mil](mailto:mark.w.ward6.mil@mail.mil)

**SUBMIT APPLICATIONS TO:** 147 RW/FSMPD  
MSgt Lisa Allen  
14657 Sneider St.  
Houston TX, 77034-5886

**APPOINTMENTS WILL BE MADE WITHOUT REGARD TO RACE, RELIGION, COLOR OR SEX, POLITICAL AFFILIATION, KINSHIP, OR OTHER NON-MERIT FACTORS.**