

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 147th RECONNAISSANCE WING
TEXAS AIR NATIONAL GUARD**

POSITION: Human Resource Advisor

ANNOUNCEMENT No: 147-16-93

LOCATION: 147th Reconnaissance Wing
Ellington Joint Reserve Base
Houston, Texas 77034

OPENING DATE: 7 Sep 2016

GRADE: Immediately promotable MSgt/E7 NTE SMSgt/E8

CLOSING DATE: 7 Oct 2016

AREA OF CONSIDERATION: STATEWIDE

AFSC: ANY

TRAINING REQUIREMENTS: Must have completed SNCOA by the closing date of this announcement

POSITION SELECTION CONDITIONS: The authorized grade for this position is SMSgt/E-8. The successful applicant is not guaranteed promotion to SMSgt. Meeting minimum eligibility criteria only indicates that a member can be considered eligible for promotion. This is a part time/traditional position.

***** SEE REVERSE FOR SUMMARY OF MINIMUM POSITION *** QUALIFICATIONS**

HOW TO APPLY:

1. Submit a letter of introduction
2. Commander's endorsement memorandum (See link @ TXMF Jobs Air Traditional main page)
3. Military Record of Individual Personnel (RIP) (MILPDS generated)
4. Military Biography – Limited to 2 pages (IAW AFH 33-337, The Tongue and Quill p. 243-245)
5. Targeted Resume (IAW AFH 33-337, The Tongue and Quill p. 247-257)
6. Personal letter of intent outlining career goals and objectives
7. Individual Fitness Assessment History
8. Letters of recommendation may be included

Moving expenses are not approved for this position

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

NOTE: The Adjutant General will not look favorably upon personnel who apply and are selected for a position in one geographical area and subsequently request to be transferred to another area because of the commuting distance involved. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, and other non-merit factors.

POSITION QUALIFICATIONS

Human Resource Advisor:

1. Specialty Summary. The Human Resources Advisor's role is to advise command leadership on issues leading to the enhancement of the organization's culture; promoting opportunities for all ANG members to maximize their individual potential for success without regard to their cultural differences. Human Resources

Advisors are responsible for working with key individuals in the human resource process to achieve diversity management objectives within the organization.

2. Duties and Responsibilities:

- 2.1. Advise the Wing Commander on issues leading to the enhancement of the organization's culture in the community in which it serves. Assist wing/unit functional managers with developing a personnel force management plan, strategies, and goals to address human resource development and management that results in establishing an organizational environment that enables ANG members to develop their full potential in achieving the ANG's quality and operational performance objectives.
- 2.2. Advisor to the Wing X-Council and any other Councils as directed by Wing Commander.
- 2.3. Implement the ANG mentoring program to wing/unit.
- 2.4. Develop personnel data templates as tools to identify trends in force management.
- 2.5. Establish workgroups or process improvement teams that assist with recruiting efforts throughout the wing.
- 2.6. Identify methods to assess wing/unit diversity education and training needs for all ANG members to ensure that requirements are in conjunction with the organization's mission and goals.
- 2.7. Assess the wing/unit's performance, recognition, promotion and awards programs and provide feedback to leadership, i.e., commander, and state HRA.
- 2.8. Identify methods to assess how the wing/unit maintains a work environment conducive to well-being and growth of all members.
- 2.9. Establish baselines or mechanisms that identify areas for improvement in diversity education and training.

3. Specialty Qualifications:

- 3.1. Mandatory Requirements for appointment to State or Wing HRA positions: Attend the ANG Human Resources Advisor Orientation Course within 12 months of appointment to wing HRA position is mandatory. Failure to complete the course requirements within 12 months of validation can result in removal from the position.

4. Remarks.

- 4.1. Reports to the Wing Commander and length of the initial tour will be for three years.
- 4.2. The HRA positions are controlled grade positions funded for Traditional Guard only. IAW ANGI 36-2110, Military Technicians or Active Guard Reservists are not militarily compatible or eligible to fill the HRA position.
- 4.3. Promotion within the HRA position cannot take place until the individual is formally validated by NGB/CFT IAW ANGI36-2110, THE HUMAN RESOURCES ADVISOR.
- 4.4. Selection Method. The State HRA must review all packages prior to any applicant meeting the board. Only qualified applicants will be forwarded to the board.
- 4.5. Date of HRA appointment is effective upon final validation of manpower requirements and the approval of the Program Manager.
- 4.6. For a complete listing of Duties and Responsibilities of the Wing HRA, Please review ANGI 36-2110, THE HUMAN RESOURCES ADVISOR
- 4.7. 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.
- 4.8. Trainees will not be accepted.
- 4.9. Must have been awarded a Community College of the Air Force Degree, Civilian Associates degree, or higher level civilian degree by closing of this announcement.
- 4.10. All questions regarding this announcement should be directed to Capt April Matherly at commercial (281) 929-2240 or DSN: 454-2240, april.l.matherl.mil@mail.mil or MSgt Tajuana Jefferson at commercial (281) 929-2279 or DSN: 454-2279, tajuana.p.jefferson2.mil@mail.mil

NOTE: ALL HARDCOPY APPLICATIONS MUST BE RECEIVED IN THIS OFFICE BY CLOSE OF BUSINESS, 1600 HOURS, ON THE CLOSE OUT DATE. APPLICATIONS WILL NOT BE TAKEN

ELECTRONICALLY. THOSE THAT DO NOT MAKE THE DEADLINE WILL NOT BE CONSIDERED AND RETURNED WITHOUT ACTION.

SUBMIT APPLICATIONS TO: 147 RW/FSMPD
Capt Matherly/MSgt Jefferson
14657 Sneider St.
Houston TX, 77034-5886