

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

**Amended**

**POSITION:** 1062951, **DIRECTOR, COMPLAINTS RESOLUTION** ANNOUNCEMENT NO: 147-16-98

**LOCATION:** 147<sup>th</sup> Reconnaissance Wing  
Ellington Joint Reserve Base Houston, Texas 77034

**OPENING DATE:** 25 JUL 2016

**GRADE:** O-4/Major Promotable NTE O-5/Lt Col

**CLOSING DATE:** **Until Filled**

**AREA OF CONSIDERATION:** NATIONWIDE

**AFSC:** 87Q0

**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 connected to a fulltime position.**

**All other applicants** must contact the 147th RW Designated Officer Recruiter (DOR), MSgt Mark W. Ward to complete the ANG Officer Prequalification Process. The qualification process must be completed by the close out date of this announcement. **This is not a commissioning opportunity.**

**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 2016

**1. Special Duty Summary.** Plans, directs, conducts, and monitors inspector general (IG) complaints resolution programs. Provides policy guidance, procedures, planning, oversight, and direction for implementing the Air Force's Complaints Program and Fraud, Waste, and Abuse (FWA) Program at center, wing, and installation levels. Related DoD Occupational Group: 271200.

**2. Duties and Responsibilities:**

2.1. Plans, directs, conducts, and monitors IG complaints resolution activities. Operates and manages a complaints resolution directorate within the Office of the Inspector General. Responsible for overall operation, administration, and management of IG complaints resolution programs. Formulates plans and establishes guidance and direction for IG investigations; FWA; administration; operation; training; employment; maintenance; supply; resources; complaints processing; compliance with Title 10 USC Section 1034 (*Protected communications; prohibition of retaliatory personnel actions*); use, denial, and release of IG records; and safeguarding of IG information and materials.

2.2. Organizes IG activities. Develops, establishes, and controls methods and procedures to implement IG complaints resolution policies and programs. Provides direction and policy guidance concerning IG complaints resolution programs, plans, requirements, management, complaint processing, FWA, Whistle Blower protection, records release, congressional inquiries, education and awareness initiatives.

2.3. Provides IG support. Maintains liaison with complainants and those seeking information. Establishes procedures to receive, process, refer, and manage information, resources, assets, and activities to support operation and management of the Air Force's Complaints and FWA Programs. Advises personnel on IG responsibilities, policies, services, and programs. Conducts and monitors IG activities including complaints processing, FWA, reprisal and military Whistle Blower protection, administrative investigations, improper Mental Health evaluations; restriction; release of IG records and information, and referral services to ensure mission accomplishment. Trains commanders and educates base personnel on IG complaints resolution issues and procedures. Provides assistance and referral services.

2.4. Reviews and evaluates IG complaints resolution programs and activities. Reviews and analyzes methods, procedures, practices, processes, and systems used to accomplish IG activities and functions. Evaluates effectiveness of IG support and office management.

**3. Special Duty Qualifications:**

3.1. Knowledge. Knowledge of Air Force objectives, leadership and management concepts and their relationship to mission accomplishment is mandatory.

3.2. Education. For entry into this SDI, a Master's degree in management, industrial management, education, psychology, criminal justice, public administration, or business administration with a major in management is desirable.

3.3. Training. Completion of the Air Force Installation Inspector General Training Course taught by SAF/IGQ is mandatory.

3.4. Experience. Previous IG and command experience at the unit, wing or MAJCOM highly desired.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Demonstrated ability to prepare written reports.

3.5.1.2. Recommendation by unit commander.

3.5.1.3. No Unfavorable Information File or open IG investigations.

3.5.1.4. Must meet requirements listed in Chapter 1 of AFI 90-301, *Inspector General Complaints Resolution*.

3.5.2. For retention of this specialty, must maintain IG certification IAW AFI 90-201, *The Air Force Inspection System*. **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 Lt Col Hector Camacho commercial (281) 929-2268 or DSN 454-2168.

**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/FSMC  
MSgt TaJuana Jefferson  
Building 1057, Room 115  
14657 Sneider Street  
Houston TX, 77034-5886

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