

District of Columbia Air National Guard
Military Vacancy Announcement #13-04 (Part-Time)
THIS IS NOT A FULL-TIME JOB ANNOUNCEMENT

Application Must Be Forwarded To:

113 WG/RS (Attn: SMSgt Anglero)
7529 Old Alexandria Ferry Rd
Clinton, Maryland 20735

Opening Date: Immediately

Closing Date: 15 February 2013

Area of Consideration: Commissioning opportunity for anyone who possesses the necessary qualifications for military membership in the DCANG

Position AFSC: 38PX

Duty Title: Personnel Officer

Grade: Max Grade O-1

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, re-designate, 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 non-appropriated 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.
 - 3.2.1. For entry into 38P1:
 - 3.2.1.1. Undergraduate academic specialization in finance or accounting, economics, public administration, or human resource management is desirable.
 - 3.2.1.2. Undergraduate degree in operations analysis, operations research, industrial engineering, management engineering, or mathematics, for 25 percent of 38P1 accessions is mandatory.
 - 3.2.1.3. Undergraduate academic specialization in business administration for 25% of 38P1 accessions is mandatory.
 - 3.2.2. For entry into 38P1A. Undergraduate degree in mathematics, industrial engineering, management engineering, or operations research and analysis is mandatory.
- 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.

4. For application procedures please refer to our Application Guide located at www.113wg.ang.af.mil.

5. Additional Information: The positions advertised in this announcement are not an endorsement of full-time employment in the DC Air National Guard. Due to the excess nature of the billet this position is subject to cancellation without notice.

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