



**TRADITIONAL
ENLISTED VACANCY ANNOUNCEMENT**

175th Wing Human Resource Advisor (HRA)

Closing Date: 30 June 2024

Area of Consideration: Open to all MDANG enlisted members serving in the grade of E-8, or E-7 (promotion eligible). **Note:** *All PME completed, Time in Grade (TIG), Time in Service (TIS), and all requirements sufficient for immediate promotion.*

Position:

Unit: 175th Wing Headquarters

Title: Wing Human Resource Advisor

Max Grade Authorized: E8 - Senior Master Sergeant (SMSgt)

Authorized AFSC: Any AFSC is eligible

Vacancy: Drill Status Guardsman

Length of Term: Individual is appointed for a single 4-year tour, and can be considered for subsequent 2 years, without exceeding 6 years as the Wing HRA.

Eligibility Criteria: Basic duties, responsibilities, and qualifications for the Wing HRA position can be found in ANGI 36-2110, *The Human Resources Advisor Program*.

Minimum Qualifications:

1. Applicants must be in the grade of Senior Master Sergeant or Master Sergeant who are eligible for promotion to Senior Master Sergeant upon appointment to the Human Resources position and must be eligible for promotion on or before the date of assignment to the Unit Manning Document position.
2. Applicant's grade must not exceed the grade of Senior Master Sergeant.
3. Must be able to attend the one-week HRA Orientation Course.
4. Must have a minimum of 4 years retainability from the date of validation.
5. Must be highly motivated and capable of fulfilling the role of the Wing Human Resources Advisor as prescribed in ANGI 36-2110.
6. Must have exceptional verbal and written communication skills and excel in public speaking along with developing and conducting training.
7. Must be able to develop reports and presentations and brief to Senior Leadership.
8. Must be able to conduct interactive training for groups as large as 50 members.
9. Must be able to develop, implement and sustain Diversity, Equity, and Inclusion (DEI) initiatives designed to promote resiliency, agility, communication, and collaboration.
10. Must have superior leadership and managerial skills for the position.
11. Must uphold and demonstrate a professional image in representing the Wing.
12. Must be able to travel periodically and work additional duty days beyond the required RSDs.
13. Position requires knowledge of computer software products for word processing and graphical presentations.
14. Must meet minimum Air Force Personal Fitness standards.

Duties and Responsibilities:

1. Reports to the Wing Commander.

2. Develop and maintain liaison with Wing Command Suite, State and Wing Command Chief Master Sergeants, Recruiting and Retention, Airmen Care Team, Equal Opportunity Officers, First Sergeants, and Recruiters.
3. Roles and responsibilities as outlined in ANGI 36-2110, para. 2.2.
4. Develop and maintain liaison with Wing council teams, Junior Enlisted Council (JEC), Top III, 1st Sergeants Council, Chief's Council, Company Grade Officer Council (CGO), and Wing Diversity Council (WDC) to actively seek out opportunities to execute DEI and Professional Development.
5. Actively promote ANG activities designed to positively influence an inclusive organizational culture.
6. Assume responsibility for Geographically Separated Units (GSUs) unless local situations or unit/host agreements dictate otherwise.
7. Need to be cognizant of and participate in, boards and selection committees to ensure fairness and equity.

Mandatory Requirement: Attendance at the Human Resource Advisors Orientation Course (HRAOC), 2 weeks in length, within 6 months of being selected for the position. Location TBD.

Application Procedures:

E-mail the following documents to the 175th Wing/CCC via a single PDF document to james.bottorff.1@us.af.mil no later than 30 June 2024.

- One-page biography including educational information and military duty history (photo not required).
- A letter of intent requesting consideration, indorsed by your Commander and your Chief Master Sergeant. The letter should include your career goals and objectives and your ideas to improve the MDANG and develop our enlisted force.
- Resume.
- Current Records Review RIP (available through Virtual MPF).
- Copy of current passing fitness assessment.

Questions regarding eligibility or qualifications for this position may be addressed to CMSgt James Bottorff at 410-918-6859 or via e-mail to james.bottorff.1@us.af.mil.