



# Colorado Air National Guard

## Traditional

### Position Announcement

#### COANG 19-037



<https://coang.joint.afpims.mil/Jobs/Air-Traditional/>

<b>POSITION TITLE:</b> Human Resource Advisor	<b>AFSC:</b> Any	<b>OPEN DATE:</b> 2-Mar-19	<b>CLOSE DATE:</b> 19-Apr-19
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 140 Wing Buckley AFB, CO 80011	<b>GRADE REQUIREMENT:</b> <b>Minimum: E7    Maximum: E8</b>
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<b>SELECTING SUPERVISOR:</b> CMSgt Mikael Sundin	<b>VACANCY</b> 088522234	<b>PHYSICAL PROFILE:</b> <i>(Officer N/A)</i> PULHES – 333233    X Factor – G    ASVAB – A:41
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#### AREAS OF CONSIDERATION

Traditional     Tech (must bring EA/review by FSS)     AGR (must bring EA/review by FSS)  
 Current COANG members     Nationwide (Military eligible for membership in the COANG)  
 Enlisted     Officer     Commissioning Opportunity

*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

#### DUTIES AND RESPONSIBILITIES

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Reports to the Wing Commander.

- Develop and maintain liaison and facilitate team relations with the Wing Commander, Vice Commander, Executive Officer, Equal Opportunity Officer, State and Wing Command Chief Master Sergeant (CCM), State HRA, Unit Career Advisors, First Sergeants, Recruiters, Retention Office Manager, Chaplain, Family Support Services, Yellow Ribbon Program Coordinators, and Community Leaders.
  - Assist in the development of and actively participate in a Wing and State Level Diversity Council, with above mentioned personnel, to address Diversity initiatives throughout the Wing.
  - Actively participate in the creation of the Wing Strategic Plan and maintain relevant documentation.
  - Develop and implement a Goals and Objectives (GO) Plan, which is relevant, measurable and aligned with the Wing Strategic Plan to support mission readiness. GO Plan must include, but is not limited to the following areas: diversity, force development, and force development.
  - Submit Quarterly Activity Reports to the Wing Commander and Wing Command Chief; analyze statistics and surveys for trends.
  - Identify baselines and methods to assess wing/unit diversity education and training needs to ensure requirements are in conjunction with the organization's mission and goals. Identify areas for improvement in diversity education and training.
  - Participate in and receive work group reports as they relate to Diversity, Force Development, and Force Management.
  - Actively participate and promote ANG and community based activities designed to contribute to a culturally diverse organization.
  - Develop and maintain an HRA Continuity Book with a documented annual review.
  - Develop a Unit Compliance Inspection (UCI) File Plan and maintain all pertinent HRA documentation.
  - Work in conjunction with CCM on all boards and selection committees to ensure fairness and equity.
  - Provide mentoring and support to unit emerging leaders and promote the ANG mentoring program.
  - Assess wing/unit performance, recognition, promotion and awards program and provide feedback to Wing Commander.
  - Identify methods to assess how well the wing/unit maintains a work environment conducive to the well being and growth of all members.
- Must be able to support all other HRA duties as assigned. For a complete listing of all Duties and Responsibilities of the Wing HRA, please review ANGI 36-2110, THE HUMAN RESOURCE ADVISOR.

**DUTIES and RESPONSIBILITIES (Cont'd):**

**SPECIALTY QUALIFICATIONS:**

- A. Incumbent must agree to attend the ANG Human Resource Advisor (HRA) Orientation Course (COHORT 1) within 12 months of appointment to the HRA position. Failure to complete the course requirements within 12 months of validation can result in removal from the position.
- B. Full time military Technicians and AGR's may not apply for this position IAW ANGI 36-2110, paragraph 2.3.
- C. Compliance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel.
- D. Compliance with ANG Fitness Standards (Minimum of 75 on the ANG fitness assessment).
- E. Member applying must be in the grade of SMSgt, or MSgt who have completed all requirements to be immediately promoted to the Grade of SMSgt.
- F. Eligible for a Secret Security Clearance.
- G. The HRA tour is 3 years minimum, 6 years maximum. Member must agree to serve a term of NO LESS than three years from the date of assignment.

**APPLICATION PROCEDURES**

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the location below. Complete applications must be received no later than 2359 on or before the closing date.

\*\*\*Selecting officials have the right to hold package review boards prior to in-person interviews\*\*\*

**Incomplete packages will not be considered for the position vacancy**

1. Cover Letter identifying the position you are applying for.
2. Civilian or Military Resume.
3. CURRENT (w/in 90 days) Records Review RIP (available on vMPF via AF Portal).
4. CURRENT Points Credit Summary (available on vMPF via AF Portal).
5. CURRENT and PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
6. Additional requirements: Last EPR

**Add any other documentation you want provided.**

**\*\*SUBMIT ELECTRONIC ONLY\*\***

**QUESTIONS?**

If you have any questions on package submission you may contact 720-847-9302/DSN 847-9302 or email to the below email addresses. If you have any position related questions please contact the selecting supervisor.

**E-MAIL APPLICATIONS TO MPS:**

**OR**

**SUBMIT SECURE APPLICATIONS VIA SAFE ACCESS FILE EXCHANGE (SAFE) <https://safe.arl.army.mil/>**

Shaunte.l.kerford.mil@mail.mil  
Lydia.L.Hanson.mil@mail.mil;  
julia.p.warner2.mil@mail.mil

Shaunte.l.kerford.mil@mail.mil  
Lydia.L.Hanson.mil@mail.mil;  
julia.p.warner2.mil@mail.mil

**REMARKS**

Federal law prohibits the use of government postage for submission of applications.

**THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.