



## 131ST BOMB WING CAREER BROADENING OPPORTUNITY



### Human Resource Advisor Program Support Specialist

The 131st Bomb Wing will be accepting applications for a Human Resource Advisor Program Support Specialist effective immediately. The last day to submit applications for consideration is 30 September 2022. Packets received after that date will not be accepted. Interviews will be conducted during October RSD. Time and place are TBD.

Position Title: <b>Program Support Specialist</b>	Min/Max Grade of Position: <b>E-6/E-7</b>
AFSC of Position: <b>Any</b>	Unit Assigned: <b>131st Bomb Wing</b>
Position Location: <b>Whiteman AFB, MO or Jefferson Barracks ANG</b>	

#### Air National Guard Instruction 36-2110 (6 August 2019):

*“1.3. Program Guidelines. HRAs advise and assist Wing senior leadership on strategic initiatives that directly affect organizational culture, compliance with DoD, AF, and ANG diversity & inclusion guidance, and the professional development of all Airmen.”*

Human Resource Advisor Program Support Specialist Responsibilities include, but are not limited to:

- a. Help provide instructional training for Diversity and Inclusion guidance
- b. Assist with update and facilitation of the Enlisted Development Seminar
- c. Assist with facilitation of various professional development trainings
- d. Assist with coordination and scheduling of HRA events
- e. Provides technical support
- f. Be available to support HRA activities during two drill periods per RSD (one day)

Airmen selected for Human Resource Advisor Program Support Specialist role must:

- a. Be of the utmost character and epitomize the Air Force Core Values and AFI 36-2618, *The Enlisted Force Structure*
- b. Be flexible enough to take advantage of last-minute training opportunities when considering upcoming RSD events
- c. No record of disciplinary action [LOC, LOA, LOR, Article 15] for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, documented failures to exercise sound leadership principals, or for any sexual related offenses, drug related offenses, larceny/theft/fraud, assault, domestic/child abuse related offenses or be repeat offenders of lesser offenses than those listed.

- d. Meet Air Force standard of good physical health and meet or exceed Air Force physical fitness standards IAW AFI 36-2905.
- e. Be fully qualified in their DAFSC (not in a retraining status)
- f. TSgt-MSgt (TSgt who are not currently in upgrade training)
- g. Should not be currently serving in a SDI

Other desirable qualifications

- a. The ability to speak clearly and distinctly
- b. Highly motivated and capable of fulfilling the role
- c. Has demonstrated exceptional leadership and managerial skills in primary duty section

**The length of additional duty will be for a period of one year.**

**Applications must contain the following items:**

1. Letter(s) of Recommendation from SEL or commander
2. vMPPF RIP- all pages
3. Fitness report from myFitness

**Submit your digital (only) packets to [131BW.CCC.CommandChief@us.af.mil](mailto:131BW.CCC.CommandChief@us.af.mil)**

**If you have any issues, please contact SMSgt Nicole Willeford ([nicole.willeford.2@us.af.mil](mailto:nicole.willeford.2@us.af.mil))**