



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 2 June 2023. Packets received after 2 June 2023 will not be accepted. Interviews will be conducted during the 3-4 June RSD. Time and place are TBD.

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

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:

- Help provide instructional training for Diversity and Inclusion guidance
- Assist with update and facilitation of the Enlisted Development Seminar
- Assist with facilitation of various professional development trainings
- Assist with coordination and scheduling of HRA events
- Provides technical support
- 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:

- Be of the utmost character and epitomize the Air Force Core Values and AFI 36-2618, The Enlisted Force Structure
- Be flexible enough to take advantage of last-minute training opportunities when considering upcoming RSD events
- 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. vMPF RIP- all pages
- 3. Fitness report from myFitness

Submit digital packet to: CMSgt Jason Henke (jason.henke@us.af.mil) by **COB 2 June 2023** (no late submissions).