

**FLORIDA AIR NATIONAL GUARD**  
**\*\*\* OFFICER VACANCY ANNOUNCEMENT \*\*\***

**ANNOUNCEMENT NUMBER:** DSG 13-02

**CLOSING DATE:** 26 MARCH 2013

**TITLE:** PERSONNEL OFFICER (AFSC: 38PX) (Commissioning Opportunity)  
(OPEN to ALL AIR COMPONENTS)

**MAXIMUM AUTHORIZED GRADE:** Major (O-4)

**UNIT:** 202 RED HORSE SQUADRON, STARKE, FL

**DUTY STATUS:** This is a Drill Status Guard (DSG) position, NOT full-time employment. Applicants are expected to meet all Unit Training Assemblies and Annual Training requirements annually.

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**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 the commander.

**Duties and Responsibilities:** Formulate personnel programs, plans, and policies to guide their implementation and execution. Develop, test, evaluate, and maintain Air Force recognized organization structure. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, and promotion testing. Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. 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, protocol and awards/decorations guidance. Develop and administer fitness programs designed to keep the Total Force fit. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force. Develop, administer, and monitor Airman and Family Programs, ensuring compliance with policies and standards. Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

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**SPECIALTY QUALIFICATIONS:**

The following is mandatory for award of the 38P3 Air Force Specialty Code; Reference AFOCD, dated 31 Oct 2012, Personnel Officer.

- **Knowledge** is mandatory of the following core competencies: 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, Equal Opportunity, and Sexual Assault Prevention.
  - **Education:** Undergraduate academic specialization in finance or accounting, economics, public administration, or human resource management is desirable. Undergraduate academic specialization in business administration for 25% of 38P1 accessions is mandatory.
  - **Training:** For award of AFSC 38P3, completion of the Personnel Officer Initial Skills Training Course including Officer Field Education is mandatory.
  - **Experience:** For award of AFSC 38P3, a minimum of 24 months experience is mandatory.
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### ***Eligibility Requirements:***

- ***Citizenship:*** Must be a citizen of the United States.
  - ***Age:*** For initial appointment as a line officer, applicant must be between 18 and 35 years of age (for every year of prior service experience, age can be waived up to age 40).
  - ***Physical/Medical Requirements:*** Must be in good physical condition and be medically qualified in accordance with applicable Air Force and Air National Guard regulations. Must meet Air Force and Air National Guard weight and fitness standards prior to attending the Academy of Military Science (AMS).
  - ***Security Requirements:*** Must be able to meet applicable security requirements to hold appropriate security clearances (Secret).
  - ***Education:*** Undergraduate academic specialization in business administration or management, sociology, psychology, public administration, human resource management, or education is desirable.
  - ***Training:*** For those persons not already commissioned, the applicant must successfully complete the Academy of Military Science (AMS) at Maxwell Air Force Base, Montgomery, AL. Course is MANDATORY and is 6-weeks in duration.
  - ***Other:*** Meet all other appointment requirements as established in ANGI 36-2005.
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### ***Application Procedures:***

Complete **AF Form 24**, *Application for Appointment as a Reserve of the Air Force*, and **AF Form 2030**, *USAF Drug and Alcohol Abuse Certificate* (website: [www.e-publishing.af.mil](http://www.e-publishing.af.mil)).

Detailed resume of military and/or civilian work and educational experience. All breaks in employment and/or educational pursuit should be fully explained. (Short biographies are NOT acceptable.)

Air Force Officer Qualification Test (AFOQT) scores. Applicants who are not presently commissioned must provide test scores, or evidence they have taken the AFOQT by the closing date of this announcement.

College transcripts from ALL colleges and universities attended. Summary transcripts are NOT acceptable.

Current Report of Individual Person (RIP)

Current Point Summary

Physical Fitness Scores

Copies of last three (3) Officer Performance Reports (OPRs) or Enlisted Performance Reports (EPRs)

Conditional Release (If requesting transfer from the Air Force, Air Force Reserve, or ANG of another state.)

Any DD Form 214, NGB Form 22, and discharge orders.

**Complete applications must be received by close of business 26 March 2013 to be eligible for consideration. Failure to provide all required documentation will result in elimination from further consideration.**

**Mail applications to:  
HQ FLANG/RRS  
Attn: Mrs Anna Delaney  
P.O. BOX 1008  
St. Augustine, FL 32085-1008**

For more information contact Mrs Anna Delaney at  
Com (904) 823-0611 or DSN 822-0611

***The Florida Air National Guard is an equal opportunity employer. Applicants will be selected for appointment through a quality oriented method of assessment which includes, but is not limited to, factors such as education, physical standards, experience, potential, motivation and moral qualifications.***