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

ANNOUNCEMENT NUMBER: DSG 12-04 **CLOSING DATE:** 23 May 2012

TITLE: PUBLIC AFFAIRS OFFICER (AFSC: 35P3)
(OPEN to ALL AIR COMPONENTS – Current Qualified Officers, Officers looking to re-train, Commissioning Opportunity)

MAXIMUM AUTHORIZED GRADE: Major (O-4)

UNIT: 125 FIGHTER WING, JACKSONVILLE, 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.

Specialty Summary: Plans, budgets for, executes and evaluates effectiveness of public affairs programs. Trains full-time public affairs specialists and additional duty public affairs representative; and provides public affairs advice, counsel, and support for commanders and senior staff members.

Duties and Responsibilities:

- Analyzes military mission, unit policies, and relationship with population of local communities to determine requirements for communication. Develops working relationship with media representatives. Develops and maintains liaison with representatives of civilian organizations, governmental agencies, Reserve and active duty units, and other publics. Develops plans and operational procedures for communication about aircraft and missile accidents, natural disasters, environmental incidents, and other spot news events concerning Air Force activities. Plans communication programs to ensure military and civilian members are informed about current issues and policies of the local installation, major command and Headquarters United States Air Force.
- Schedules and assigns personnel to arrange journalistic, photographic and/or video coverage of events in which Air Force personnel participate. Directs operation of publications, websites, unit Commander's Calls, base cable TV access channels, public speaker programs, base tours, and orientation flights. Directs the public affairs aspects of open houses or airshows, and instructs personnel in techniques, philosophy, and importance of public affairs activities. Directs preparation of graphic and narrative presentations. Initiates programs to earn community respect and confidence.
- Coordinates with appropriate agencies prior to contacting and releasing information to representatives of news media on conditions that might result in favorable or unfavorable public reaction, including releases and public statements involving news of national interest. Coordinates with other agencies to ensure Air Force military and civilian personnel are aware of their public affairs obligations to the American people.
- Prepares public affairs annexes to operational plans. Conducts public affairs briefings for military personnel engaged in operations involving direct contact with public and/or representatives of communications media. Plans, coordinates and operates activities involving bands, displays, and exhibits for civilian groups. Prepares or supervises preparation of information relative to unit participation in military operations, world events, environmental matters, and national and local affairs, through news releases, special activities, photographs, radio and television programs, and other informational material. Assists representatives of news media in obtaining material about the Air Force. Schedules and conducts news interviews and news media conferences. Reviews material such as speeches, news articles, and radio and television shows for security, invasion of privacy, propriety and suitability, and integration with overall programs and objectives of the Air Force. Determines appropriate topics and modes of presentation for radio and television programs, films and videotapes, and prepares script and scenario outlines.
- Develops plans and formulates policies to ensure public interest, attitudes, and reactions are determined and considered by personnel managing Air Force activities. Plans communication strategies to correct misunderstandings, problems, or friction that may develop.

Specialty Qualifications:
The following is mandatory for award of the 35P3 Air Force Specialty Code:

- *Knowledge* is mandatory of: organization, mission and operations of the Air Force; the methods and techniques of disseminating information internally and publicly, including use of newspaper, magazine, radio, television and photographic media; basic communication theory; communication law; print and broadcast journalism; and basic survey and public opinion research.
- *Education*: For entry into this specialty, an undergraduate academic specialization or degree is desirable in mass or public communication, communicative arts, journalism, public relations, advertising, or one of the behavioral sciences (sociology or social psychology). .
- *Training*: For award of AFSC 35P3, completion of the Defense Information School Public Affairs Officer Course is mandatory.
- *Experience*: For award of AFSC 35P3, a minimum of 12 months of experience in public affairs assignments is mandatory. Experience must include preparation or directing preparation of news releases, daily working relationships with civilian news media representatives, frequent contact with local government and community leaders, participation in staff planning, programs or communication and dialogue with Air Force members and civilian employees, public speaking or military briefings.
- *Other*: For award and retention of AFSC 35P3, ability to clearly and convincingly present ideas and facts in written and oral form is mandatory.

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 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:* A baccalaureate or higher degree from an educational institution listed in the current Accredited Institutions of Postsecondary Education is required.
- *Training:* Must complete 35P3 school for award of AFSC if not qualified in the career field.

  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.

  Applicants not holding the fully qualified AFSC will be required to complete the required Intelligence Officer Course.
- *Other*: Meet all other appointment requirements as established in ANGI 36-2005.

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).

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 23 May 2012 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.