



131ST BOMB WING CAREER BROADENING OPPORTUNITY



Human Resource Advisor

The 131st Bomb Wing will be accepting applications for a Human Resource Advisor effective immediately. The last day to submit applications for consideration is 2 May 2024. Packets received after 2 May 2024 will not be accepted. Interviews will be conducted during the May RSD. Time and place are TBD.

Position Title: Human Resource Advisor	Min/Max Grade of Position: E-7(P)/E-8
AFSC of Position: Any	Unit Assigned: 131st Bomb Wing
Position Location: Whiteman AFB and Jefferson Barracks ANG, MO	

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."

Minimum Qualifications

4.1.2. Must have a minimum of four years retainability from the date of validation.

4.1.4. Active Guard Reservists (AGRs) are not militarily compatible and are ineligible to fill the HRA position. The HRA positions are controlled grade positions funded for Drill Status Guard members (DSGs).

4.1.5. Full time military Technicians are eligible to fill the HRA position.

4.4.1. Completion of the ANG HRA Orientation Course and all certification requirements within 12 months of appointment to the Wing HRA position is mandatory. Failure to complete these requirements within 12 months of the selection validation will result in removal from this position.

4.4.2. HRA must complete all certifications and training required for this position IAW the HRA Training and Certification Requirements.

4.4.4. Length of the tour for the HRA position will be four years. The Wing Commander can request an extension of up to two years for the incumbent. This request be submitted to and approved by the HRA Program Manager.

Airmen selected for the Human Resource Advisor position 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).*

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.*

Applications must contain the following items:

- 1. "Why I want to be a Human Resource Advisor" MFR with Commander or Chief concurrence (reference Tongue & Quill)*
- 2. vMPPF RIP- all pages*
- 3. Fitness report from myFitness*

Submit digital packet to CMSgt Jason Henke (jason.henke@us.af.mil) **by COB 2 May 2024** (no late submissions).