

OHIO ANG ENLISTED VACANCY ANNOUNCEMENT

UNIT OF ASSIGNMENT, POINT OF CONTACT AND PHONE NUMBER: 121 ARW Joint Forces Headquarter (JFHQ) Ohio; Beightler	ANNOUNCEMENT NO: 121-1199 SELECTING OFFICIAL: Col Gregg Hesterman
Position Point of Contact (POC): LT Col Cassandra Ostrowsky Cassandra.Ostrowsky@us.af.mil Phone: 614-336-7017	
POSITION, TITLE, STATUS Enlisted Executive Assistant Drill Status/Traditional Guardsman	NUMBER OF POSITIONS: 1
OPENING DATE: 13 July 2021	CLOSING DATE: 16 August 2021
MIN MILITARY GRADE: TSgt	MAX MILITARY GRADE: MSgt
MOS/AFSCs WHICH ARE COMPATIBLE TO THIS POSITION: ANY	
AREA OF CONSIDERATION: Open to current members of the Ohio ANG	
For FSS Use Only: ETP Approval Date: 13 July 2021 <input type="checkbox"/> n/a	

DUTIES:

See current Air Force Classification Directory (AFECD) April 2021.

EVALUATION PROCESS:

Evaluation will be based on the information provided and meeting a selection board, date to be determined.

MANDATORY REQUIREMENTS:

As the Enlisted Executive Administration Assistant the incumbent will assist the State Command Chief in leadership of 4,700+ members. The individual will orchestrate and administer statewide functions, services, projects and programs, leading events in coordination with state leadership to ensure alignment, remove barriers, and ensure readiness of all enlisted guard members within the state.

This member will maintain activity calendars, schedule corresponding meetings, conference rooms and conferences as necessary. Assist in the preparation, editing and execution of written correspondence with varying levels of complexity. Track documents through various command-level approval processes as each relates to its respective policies, practices and procedures. Coordinate remediation of IT issues. Answer incoming phone calls, emails, receive packages, greet and direct visitors. Travel with the Command Chief. Complete all other assignments as assigned by the Command Chief

Must have the ability to perform multiple tasks and prioritize responsibilities in a dynamic, fast paced working environment. Ability to communicate effectively, both orally and in writing and conduct top level briefings to senior staff personnel. Ability to read and interpret policies and instructions and prepare project papers and reports. Must be proficient in Microsoft Office products including MS Word, Access, Excel, PowerPoint and SharePoint. Must have exceptional organizational and leadership skills. Must possess the ability to work effectively within a group or independently.

APPLICATION MUST CONTAIN:

OHANG Form 2, *Application for E6 and Above Vacancy*

Air Force Fitness Management System (AFFMS) Report with passing score (available via AF Portal)

Individual Medical Readiness (IMR) Report (available via AF Portal from ASIMS)

vMPF RIP

OHANG Form 4, *OHANG Eligibility Checklist for Enlisted Promotions*

APPLICATION MAY CONTAIN:

Cover Letter, Letters of Recommendation or Resume)

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for position vacancies without regard to age, race, color, religion, sex, national origin, lawful political or their affiliations, marital status, membership or non-membership in an employee organization, or to any handicap which does not interfere with accomplishment of position requirements.

APPLICATION SUBMISSION:

Applications may be submitted to the position POC via email at Cassandra.Ostrowsky@us.af.mil or via hard copy to the following mailing address:

MAILING ADDRESS:

JFHQ, ATTN: LT Col Cassandra Ostrowsky
2825 W. Dublin Granville Rd
Columbus, OH 43235

APPLICATIONS MUST BE RECEIVED BY 1630 ON THE CLOSING DATE

Successful application will be assigned to compatible military position in an appropriate unit of assignment in the Ohio Air National Guard as shown above. If enlisted, this position is being announced in accordance with ANGI 36-2101 OHANG Supplement, 15 February 2016, and is a Traditional Guardsman (part-time) employment opportunity. If officer, this position is being announced in accordance with OHPD-011, *Ohio Air National Guard Officer Assignments Policy*, 24 April 2015, and is a Traditional Guardsman (part-time) employment opportunity.

All OHANG Forms are available electronically at:

<https://eissp.ang.af.mil/org/121ARW/GSU/JFHQ-OH/HQregulations/Pages/default.aspx>