

# HSPAC Position Descriptions and Required Skill Set

## Subcommittee: Analytics

### Team: Leadership

<u># of Positions</u>	<u>Position</u>	<u>Chair</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			Be an elected Voting Member of the HSPAC		

<u># of Positions</u>	<u>Position</u>	<u>Co-Chair</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			Leadership skills	Keen attention to details	Advanced analytics skills

<u># of Positions</u>	<u>Position</u>	<u>Executive Secretary</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			Keen attention to details	Ability to manage calendars and tasks	Strong

### Team: Reports

**Position Data Visualization Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Ability to use special software to improve visualization of data produced by the Analytics Subcommittee	Ability to work collaboratively with officers from other Subcommittees	

**Position Reports Team Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Leadership skills	Keen attention to details	Advanced analytics skills, especially in regards to data analysis and drafting of reports

**Position Volunteer - Reports**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
4	Ability to use Survey Monkey or other survey platforms	Ability to analyze data	Ability to draft quantitative data reports

**Team: Initiatives**

**Position Initiatives Team Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Leadership skills	Keen attention to details	Ability to work collaboratively with other Subcommittees

**Position Volunteer - Initiatives**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Ability to provide analytics support, including survey design and data analysis, to Subcommittees and PAGs	Ability to work collaboratively with officers from other Subcommittees	

**Subcommittee: Awards**

**Team: SOP Team**

**Position Team Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Able to meet deliverables within time frame	Familiar with external collaborators	Ensure that team members complete tasks

**Position Team Member**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Able to process tasks within time frame	Able to proofread documents	Attention to details

**Team: Communications Team**

**Position Team Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1

Able to meet deliverables within time frame

Familiar with external collaborators

Ensure that team members complete tasks

**Position Team Member**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

3

Able to process tasks with time frame

Able to proofread documents

Attention to details

**Team: De-Identification Team**

**Position Team Co-Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1

**Position Team Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1

Able to process nominations within time frame

Familiar with adobe functions

Ensure that team members complete tasks

	<b>Position</b>	<b>Team Member</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
10	Able to process nominations within time frame		Familiar with word processor and adobe functions	Able to scan large amount of information for identifying characters.

**Team: Garcia Award Team**

	<b>Position</b>	<b>Team Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Able to process nominations within time frame		Familiar with award attributes	Ensure that team members complete tasks

	<b>Position</b>	<b>Team Member</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
9	Able to process nominations within time frame		Familiar with award attributes	Able to score unbiased

**Team: Kissel Award Team**

**Position Team Lead**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

Able to process nominations within time frame

Familiar with award attributes

Ensure that team members complete tasks

**Position Team Member**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

7

Able to process nominations within time frame

Familiar with award attributes

Able to score unbiased

**Team: Responder Award Team**

**Position Team Lead**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

Able to process nominations within time frame

Familiar with award attributes

Ensure that team members complete tasks

**Position Team Member**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

7

Able to process nominations within time frame

Familiar with award attributes

Able to score unbiased

**Team: PAG Award Team**

	<b>Position</b>	<b>Team Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Able to process nominations within time frame		Familiar with award attributes	Ensure that team members complete tasks

	<b>Position</b>	<b>Team Member</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
3	Able to process nominations within time frame		Familiar with award attributes	Attention to details

**Team: PAC Award Team**

	<b>Position</b>	<b>Team Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Able to process nominations within time frame		Familiar with award attributes	Ensure that team members complete tasks

	Position	Team Member		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
4	Able to process nominations within time frame		Familiar with award attributes	Attention to details

**Team: Technical Review Team**

	Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Highly Skilled in Awards Technical Review		Have knowledge of the current SG Award's guidance requirements	Ensure that team members complete tasks and provide quality feedback

	Position	Team Member		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
7	Skilled in Awards Technical Review		Have knowledge of the current SG Award's guidance requirements	Attention to details

**Team: Mentor of the Year Team**

	Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1				



Position	Team Member		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
5			

**Team: Leadership Team**

Position	Chair		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Skilled at Max.gov, other Web content platforms	Expertise in a wide variety of Information Technology programs and applications	Familiar with commonly used PHS communications channels

Position	Co-Chair		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

Position	IT Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

**Position** PAG/PAC Awards Team Lead

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

**Position** Secretary

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

**Team: Army Medical Department (AMEDD) Junior Leader's Course Team**

**Position** Team Lead

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

Able to process nominations within time frame

Familiar with award attributes

Ensure that team members complete tasks

**Position** Team Member

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

5

Able to process nominations within time frame

Familiar with award attributes

Able to score unbiased

**Subcommittee: Career Development**

**Team: Career Progression Resources**

	<b>Position</b>	<b>Annual CD Resource Assessmen</b>		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>	
3	Leadership	Organization		Detail oriented

	<b>Position</b>	<b>COA Career Counseling Resourc</b>		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>	
3	Organization	Communication		Detail oriented

	<b>Position</b>	<b>Co-Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>	
1				

	<b>Position</b>	<b>HSPAC Max.gov Webinars Resp</b>		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>	
2	Timeliness	Detail oriented		max.gov trained

<b>Position</b>	<b>Member</b>		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
7			

<b>Position</b>	<b>Team Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Organization	Communication	Leadership

<b>Position</b>	<b>Webinar Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
0	Attention to detail	Leadership	Communication

**Team: Operations**

<b>Position</b>	<b>Coaching on Demand/CV Revie</b>		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
3	Organization	Communication	Detail oriented

**Position    Jobs Listserve Monitor**

**# of Positions**

10

**Skill Set 1**

Timeliness

**Skill Set 2**

Detail oriented

**Skill Set 3**

max.gov trained

**Position    Operations Team Lead**

**# of Positions**

2

**Skill Set 1**

Organization

**Skill Set 2**

Communication

**Skill Set 3**

Leadership

**Position    Website Lead**

**# of Positions**

2

**Skill Set 1**

Detail oriented

**Skill Set 2**

Webpage experience

**Skill Set 3**

Communication

**Team: Career Progression and Promotion Guidance**

**Position    Team Lead**

**# of Positions**

2

**Skill Set 1**

Leadership

**Skill Set 2**

Detail oriented

**Skill Set 3**

Communication

**Team: Core Competencies**

Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2			

**Subcommittee: Communications**

**Team: PAC Announcements Team**

Position	Biweekly Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
3			

Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2			

**Team: Quarterly Newsletter Team**

Position	Editors		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2			

**Position**    **Newsletter Lead**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

2

**Position**    **Senior Editor**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

**Team: HSOs in Action Special Edition Team**

**Position**    **Lead**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

2

**Position**    **Lead Visual Design Specialist**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

Position	Senior Advisors		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2			

**Team: Executive Team**

Position	Chair		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

Position	Communications Co-Chair (Com		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

Position	Communications Co-Chair (Infra		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			



**Position Executive Secretary**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

2

**Position Facebook Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

2

**Position Facebook Members**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

2

**Position SOP Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

2

**Position Twitter/Instagram Members**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

2

**Position Twitter/Instagram Team Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

2

**Position Visual Design Specialist**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1

**Team: Web Team**

**Position Team Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

2

Position	Team Members		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
3			

**Team: Website Redesign Team**

Position	Members		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

Position	Senior Advisors		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2			

**Team: Video Team**

Position	Members		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
3			

**Subcommittee: Community Wellness**

**Team: Tobacco Free Living Track**

Position	Great American Smoke Out Me		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
4			

**Team: Preventing Drug Abuse and Excessive Alcohol Use**

Position	Red Ribbon Week Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2			

## Subcommittee: Events

### Team: Holiday Luncheon

<u># of Positions</u>	<u>Position</u>	<u>Co-Lead</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			Organized	Flexible	Dependable

<u># of Positions</u>	<u>Position</u>	<u>Lead</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			Ability to delegate	Good communicator	Organized

### Team: Ceremonies

<u># of Positions</u>	<u>Position</u>	<u>Co-Lead</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			Knowledge of ceremony protocols	Strong interpersonal skills	Detail-oriented

<u># of Positions</u>	<u>Position</u>	<u>Lead</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			Knowledge of ceremony protocols	Strong interpersonal skills	Detail-oriented

	<b>Position</b>	<b>Volunteers</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
3	Strong interpersonal skills		Detail-oriented	Flexible

**Team: Category Day**

	<b>Position</b>	<b>Co-Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Good communicator		Organized	Accountable

	<b>Position</b>	<b>Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Good communicator		Ability to delegate	Organized

	<b>Position</b>	<b>Volunteers</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
10	Leadership		Team Player	Dependable

**Team: Leadership**

**Position Subcommittee Chair**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Good communicator	Strategic Thinking	Facilitation

**Position Subcommittee Co-Chair**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Good communicator	Facilitation	Organized

**Position Subcommittee Secretary**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Organized	Detail-oriented	Proficient in Microsoft Office Software

**Team: Policy**

**Position Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Good written communication	Detail-oriented	Familiar with HSPAC policies

**Position Volunteers**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Good written communication	Detail-oriented	Willingness to learn about HSPAC policies

**Team: Merchandising**

**Position Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Leadership	Finance management	Attention to Detail

**Position Volunteers**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
3	Creative	Attention to Detail	Proficient in Microsoft Excel

**Team: Website**

**Position Co-Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Willingness to learn	Detail-oriented	Accountable



	Position	Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Website maintenance		Detail-oriented	Customer-focused

**Subcommittee: Membership**

**Team: Leadership Team**

	Position	Subcommittee Chair		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1				

	Position	Subcommittee Co-Chair		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1				

**Team: Leadership Orientation/Transition Team**

	Position	Co-Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1				

	Position	Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1				

**Team: Certificate of Appreciation Team**

	Position	Co-Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1				

	Position	Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1				

**Team: Active Participant Database Team**

	Position	Co-Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1				

Position	Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

Position	Volunteer		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

**Team: Standard Operating Procedures Team**

Position	Reviewer		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

**Team: Communications Liaison**

Position	Lead		
<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1			

**Subcommittee: Mentorship**

## Team: External Partnerships

	Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Organization		Collaboration and partnership building	

## Team: Recruitment & Matching

	Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Database management and use			

	Position	Team Member		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
11	Database management and use			

## Team: Evaluation

	Position	Team Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Basic software (PPT, Word, Excel, Trello, SurveyMonkey)		Basic evaluation techniques, approaches, etc.	Data analysis

**Position Team Member**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Basic software (PPT, Word, Excel, Trello, SurveyMonkey)	Basic evaluation techniques, approaches, etc.	Data analysis

**Team: Training & Development**

**Position Team Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Training design and development	Basic software (PPT, Word, Excel, Trello, SurveyMonkey)	Organization

**Position Team Member**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
3	Training design and development	Basic software (PPT, Word, Excel, Trello, SurveyMonkey)	Organization

**Team: Call to Active Duty Transition Initiative**

**Position Team Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Organization	Knowledge of the Corps	Advanced mentoring skills

	Position	Team Member		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
6	Organization		Knowledge of the Corps	Advanced mentoring skills

**Team: Leadership**

	Position	Chair/Co-Chair		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Organization		Basic software (PPT, Word, Excel, Trello, SurveyMonkey)	

**Team: Communications**

	Position	Communications Lead		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Organization		Writing proficiency	Basic software (PPT, Word, Excel, Trello, SurveyMonkey)

**Subcommittee: Readiness**

**Team: Education/Lecture Series**

	<b>Position</b>	<b>Co-Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Good understanding of Readiness requirements		Good verbal and written communication skills and ability to engage potential subject matter experts for the webinar series	Good attention to detail

	<b>Position</b>	<b>Team Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Good understanding of Readiness requirements		Good verbal and written communication skills and ability to engage potential subject matter experts for the webinar series	Good attention to detail

**Team: Readiness Newsletter**

	<b>Position</b>	<b>Co-Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Exceptional Leadership Skills		attention to detail	MS Publisher

**Position Facebook Post Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1 Facebook/social media savvy artistic eye knowledge of meme creation

**Position HS eNewsletter Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1 attention to detail MS Word Good communication skills

**Position Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1 Exceptional Leadership Skills MS Publisher Good communication skills

**Position Readiness Gazette Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1 MS Publisher attention to detail Good communication skills



**Position    Readiness Gazette Team**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

5

MS Publisher

artistic eye

attention to detail

**Position    Reviewer**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

2

Senior Officers highly familiar with  
Readiness and Uniform standards

MS Publisher

Adobe Acrobat

**Position    Roster and Awards Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1

Good communication skills

attention to detail

MS Excel

**Position    SOP Lead**

# of Positions

Skill Set 1

Skill Set 2

Skill Set 3

1

good organization skills

attention to detail

Good communication skills

**Position Standalone Listserv Message Le**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Outlook HTML skills	attention to detail	Good communication skills

**Position Team Deadlines Advisor**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Good communication skills	attention to detail	

**Position Uniform Communication Team**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
4	MS Publisher	attention to detail	Good communication skills

**Position Uniform Communications Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	MS Publisher	leadership	Good communication skills

**Team: Readiness Website**

**Position Team Co-Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Provides reporting requirements and regularly participates in Subcommittee calls	Keeps team on track in terms of deliverables	

**Position Team Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Sets team priorities	Provides subject matter expertise and guidance	

**Position Website update coordinator**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	Familiarity with Max.gov and willingness to manage for subcommittee website	Understanding of the web-based content management system and website updating process	

**Team: Policy and Procedures**

**Position Co-Lead**

<u># of Positions</u>	<u>Skill Set 1</u>	<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Senior editor and technical writer	Policy Reviewer and Research Analyst	Understanding of HS category Clinical and non-clinical competencies

	<b>Position</b>	<b>Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Senior editor and technical writer		Policy Development, Research and Reviewer	Understanding of HS category Clinical and non-clinical competencies

	<b>Position</b>	<b>Policy Reviewer</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Technical Writer and editor		Understanding of HS category Clinical and non-clinical competencies	Report Writing

	<b>Position</b>	<b>Senior Advisor</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
2	SME in Policy Administration and Development		Technical Writer	Policy Reviewer

**Team: Advanced Readiness Program**

	<b>Position</b>	<b>Evaluators</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
3	Thorough understanding of the Advanced Readiness processes		Some IT skills	Ability to work in a team environment

**Position IT Coordinator**

**# of Positions**

3

**Skill Set 1**

IT skills; ability to create and update spreadsheets and PDF's

**Skill Set 2**

Thorough understanding of the Advanced Readiness processes

**Skill Set 3**

Ability to work in a team environment

**Position Team Lead and Co-Lead**

**# of Positions**

2

**Skill Set 1**

Management & communication

**Skill Set 2**

Thorough understanding of the Advanced Readiness processes

**Skill Set 3**

Ability to coordinate a small team

**Team: Basic Readiness Outreach**

**Position Co-Lead**

**# of Positions**

1

**Skill Set 1**

Leadership and management skills

**Skill Set 2**

Understanding and knowledge of readiness requirements and resources

**Skill Set 3**

MS Excel and Google Docs experience; attention to detail

**Position Team Lead**

**# of Positions**

1

**Skill Set 1**

Leadership and management skills

**Skill Set 2**

Understanding and knowledge of readiness requirements and resources

**Skill Set 3**

MS Excel and Google Docs experience; attention to detail

	<b>Position</b>	<b>Team Member</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
5	Understanding and knowledge of readiness requirements and resources		MS Excel and Google Docs experience	Attention to detail

**Team: Call to Active Duty Outreach**

	<b>Position</b>	<b>Co-Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Microsoft Office Skills		Written & Verbal Communication Skills	Good Interpersonal Skills

	<b>Position</b>	<b>Lead</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Microsoft Office Skills		Written & Verbal Communication Skills	Good Interpersonal Skills

	<b>Position</b>	<b>New CAD Readiness Coordinato</b>		
<u># of Positions</u>	<u>Skill Set 1</u>		<u>Skill Set 2</u>	<u>Skill Set 3</u>
1	Microsoft Office Skills		Written & Verbal Communication Skills	Good Interpersonal Skills

**Team: Special Assignments**

**Position Co-Lead**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

Good verbal and written communication skills

Good organizational and project management skills

Strong attention to detail and accuracy in work

**Position Lead**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

1

Good verbal and written communication skills and the ability to interact professionally with a diverse group of HSPAC representatives

Good organizational and project management skills

Strong attention to detail and accuracy in work

**Position Team Member**

**# of Positions**

**Skill Set 1**

**Skill Set 2**

**Skill Set 3**

3

Proactive, active participant

Good verbal and written communication skills

Strong attention to detail and accuracy in work, basic Microsoft Office skills, social media experience