

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY16-005 AGR-AIR  
Dual Announcement (Yes)

5 November 2015

POSITION: Personnel Officer, 38P3, POSNR 0718262 (ILO Human Resources Officer (Military) GS-0201-12, \$71,637.00 - \$93,133.00/ per year, PDCN 1619000, FAC 16A000, SPMD FL4Q). Unit of Assignment: 154<sup>th</sup> Force Support Squadron (FSS), Hawaii Air National Guard, Hawaii (HIANG). (To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Two (2) year – Five (5) year tour length (**See NOTES TO APPLICANTS on AGR Application Procedures**)

LOCATION: Joint Base Pearl Harbor-Hickam, Hawaii

CLOSING DATE: 8 December 2015

RECRUITMENT AREA: Present on-board Officer members Capt (O-3) promotable to Maj (O-4) up to Lt Col (O-5) of the Hawaii Air National Guard. (**See NOTES TO APPLICANTS**)

SUMMARY OF DUTIES : Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals. Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and equipment availability for UTC posturing and management. Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition. Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies. Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures. Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance. Oversee and conduct strategic sourcing studies. Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs. Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced

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academic education, promotion testing, and libraries. Manages equal opportunity and sexual assault prevention and response programs. Assess and advise commanders at all levels on the human relations environment. Provide counseling, education, and complaint processing. 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, learning resource centers, protocol, and NAF resale operations for both peace and wartime operations. Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families. Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force. Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and non-appropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement. 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.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Officer Classification Directory (AFOCD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afocd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain to include the statement in paragraph 5.2.1.1.

This position is also being announced for fill in an Excepted Service (Officer) status. Applicants who wish to be considered under the Excepted Service program should submit the appropriate application forms. For details and application procedures, click on the website: <https://www.usajobs.gov/GetJob/ViewDetails/420901400>.

**TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW THE AGR APPLICATION PROCEDURES**

<http://dod.hawaii.gov/hro/agr-resources/>