

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

JOB VACANCY ANNOUNCEMENT FY16-035 AGR-AIR
Dual Announcement: (Yes)

3 May 2016

POSITION: Administrative Officer, DAFSC 97E0, POSNR 0703339, (ILO Administrative Officer, GS-0341-14, \$101,932.00 to 132,514.00 per annum plus COLA), Headquarters Hawaii Air National Guard (HQ HIANG).
(To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – Three (3) year tour length/On-Board AGRS see Paragraph **(See NOTES TO APPLICANTS)**

LOCATION: Headquarters Hawaii Air National Guard, 3949 Diamond Head Road, Honolulu, Hawaii

CLOSING DATE: 2 June 2016

RECRUITMENT AREA: On board AGR officer members Lt Col (O-5) (eligible for promotion by JVA closing date) thru Col O-6) of the Hawaii Air National Guard (pending control grade availability). **(See NOTES TO APPLICANTS)**

SUMMARY OF DUTIES: The purpose of this position is to serve as the principal advisor to the adjutant General and/or Assistant Adjutant on a broad range of matters concerning the United States Air Force and Air National Guard. Incumbent serves as the state headquarters chief of staff or chief executive officer responsible for a wide diversity of functions including logistics, information systems, manpower and personnel, public affairs, recruiting and retention, civil engineering, medical and state emergency response. Serves as the principal full-time representative and spokesperson of the Air National Guard senior leadership on the Adjutant General's joint Army/Air National Guard state headquarters staff. Also serves as the senior ANG manager of the major statewide programs conducted under the direction of the Adjutant General and for the National Guard Bureau. Advises on complex and sensitive issues in the areas of logistics, C4, manpower and personnel, strength management and other support functions related to mission operations. Formulates and develops long-range plans and programs and short-term strategic plans. Applies thorough and extensive knowledge of USAF/ANG organizational structures, missions, and objectives in the management of ANG mission programs. Initiates contacts and maintains liaison with public officials, civic groups, other reserve component activities, unit advisors and staff representatives. Develops and institutes force management plans and programs that insure the units meet future federal and state readiness and mission needs. Initiates contacts and maintains liaison with public officials, civic groups, other reserve component activities, unit advisors and staff representatives. Officer oversees information management activities for the commander and deputy commander; handles protocol duties

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as required; implements, directs, and coordinates executive functions, services, and activities; represents the commander in interaction with other agencies of all levels; and is responsible for unit programs and special projects as directed by the commander. 97E0 positions above wing level will be filled by AFPC using a nominative process while 97E0 positions at wing level and below will be filled internally to the wing. Related DoD Occupational Group: 270100.

Details of the duties and responsibilities are contained in the applicable position description (D1527000) located online, on the FASCLASS website:

https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7lGuam0buidbZKXlqRXf2qCRtyUbYWdmKVRhw%3D%3D

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/>.

This position is also being announced for fill in an Excepted Service (Officer) status as Administrative Officer, GS-0341-14 position HI- FY16-073. 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/437929400>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. All applicants must be qualified to fill DAFSC 97E0.

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

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