

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

2 December 2015

**TITLE 10 ACTIVE DUTY TOUR (USPFO)
VACANCY ANNOUNCEMENT NO. FY2016 - 01**

The following projected Commissioned Officer position vacancy in the United States Property and Fiscal Office is announced. This projected vacancy is to be filled under provisions of Title 32 U.S.C. 708, Title 10 U.S.C.12301 (d) and NGR 130-6/ANGI 36-2. The active duty tour will be for an initial period of up to four (4) years. This vacancy is to be filled through a competitive selection panel process, nomination by the Governor, subject to approval by the Chief, National Guard Bureau.

POSITION AND LOCATION: United States Property and Fiscal Officer, Colonel/06, 90A00/20C0, United States Property and Fiscal Office, Hawaii.

CLOSING TIME/DATE: Applications must be received by the Human Resources Office – AGR Program (HIHRO-A), NLT **4 January 2016**.

POSITION DESCRIPTION: The responsibilities of the United States Property and Fiscal Officer are prescribed by Federal statute, Army and Air Force Regulations, and National Guard Bureau Regulations and policies. The duties and responsibilities of the USPFOs shall not be abrogated by State laws or regulations or by local operating agreements or arrangements. USPFOs are accountable and responsible for the proper obligation and expenditure of all Federal funds and for safeguarding all Federal property in the possession of the Hawaii National Guard. As agents of the Chief, National Guard Bureau, USPFOs provide financial and logistical resources for the maintenance of Federal property in the possession of the Hawaii National Guard. USPFOs receive allotments of Federal funds and maintain fiscal accounting records for all Federal funds. USPFOs maintain a stock record account and operate the logistic support system for the HIARNG and are responsible for the operation of the AF Standard Base Supply System for support of the HIANG in accordance with AFI 23-101. USPFOs must be familiar with and comply with the contents of DOD 5500.07-R (JER). Duties and responsibilities of USPFOs can be found in NGR 130-6/ANGI 36-2.

AREA OF CONSIDERATION: Open to **Present, Commissioned Officers**, 06 belonging to the Hawaii Army or Air National Guard qualified or can become qualified in 90A00/20C0.

PROJECTED START DATE: Tentative start date: TBD upon notification/acceptance of position.

VACANCY ANNOUNCEMENT TITLE 10, USPFO-HI, FY2016-01

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

SALARY: Military Pay and Allowances.

APPOINTMENT REQUIREMENTS: Officers appointed as USPFOs must be Commissioned officers of the HIARNG or HIANG; eligible to be ordered to and retained on Active Duty under current laws and regulations; qualified by character, ability, experience, and education in the fields of financial management, Federal procurement, and logistical management. The officer must also have a baccalaureate degree from an accredited college or university. The officer must have a Top Secret Clearance, if the officer does not have a TS Clearance, a current Secret Clearance.

APPLICATION PROCEDURES:

Each applicant is responsible for ensuring that the application and all other forms and supporting documents are submitted by the closing date to: TAG Hawaii (HIHRO), 3949 Diamond Head Road, Honolulu, HI 96816-4495. Errors; omissions of information; applications completed in pencil or unsigned; those with just a “copy” of the signature; and those that are late due to the mail system will be returned without action.

Applications postmarked (by the U.S. Postal Service) on or before the closing date of the JVA will be accepted. Postmarks by private letter carriers (Federal Express or UPS) will not be accepted. Federal law prohibits the use of government envelopes, postage, or facsimile (FAX) to submit an application. Applications received in such manner will not be accepted and will be returned. **Individuals must submit the following required documents to the HIHRO-A.**

- (1) Biographical Summary (See attached sample for Air, Army IAW NGR 600-200, Figure G-3)
- (2) Last five (5) Officer Evaluation Report/Officer Performance Report (OER/OPR)
- (3) Medical Protection System (MEDPROS) printout of individual Medical Readiness (IMR) with PHA date within 12 months reflected. DD Form 2807-1 (Report of Medical History) (HIARNG), Medical clearance from State Air Surgeon (HIANG)
- (4) Officer Record Brief (ORB) (HIARNG), Virtual MPF (Records Review) (HIANG)
- (5) NGB 23B (Army National Guard Retirement Points History Statement) (HIARNG)
- (6) DD 214, DD220, DD215 (All periods of active duty). (HIARNG)
- (7) DA Photo taken within the last 24 months. (HIARNG)
- (8) Proof of highest level of Civilian Education acquired (HIARNG)
- (9) Copy of DA 705 reflecting passing APFT and passing height/weight data (must meet standards IAW AR 600-9), both taken within six (6) months from JVA closing date. Also include three other previous APFTs for a total of 4 scores submitted (HIARNG), AFFMS print out (HIANG)
- (5) Signed resume

(HIANG Sample Format)
BIOGRAPHICAL SUMMARY

NAME:

SSAN:

RANK/COMPONENT:

DATE OF RANK:

AERONAUTICAL RATING:

AGE: DATE OF BIRTH:

CIVILIAN OCCUPATION:

CIVILIAN ADDRESS:

CURRENT MILITARY ASSIGNMENT:

<u>SCHOOLS:</u> (Civilian and Military)	<u>DEGREE</u>	<u>YEAR COMPLETED</u>
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DECORATIONS AND AWARDS:

CHRONOLOGICAL RECORD OF DUTY ASSIGNMENTS:

<u>DUTY</u>	<u>STATION</u>	<u>FROM</u>	<u>TO</u>
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PROMOTIONS:

<u>RANK:</u>	<u>EFFECTIVE DATE:</u>
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(HIARNG Sample Format)
BIOGRAPHICAL SUMMARY

Date

Last Name, First, M.I., SSAN

Spouse Name:

Rank, Branch, ARNGUS

Date and Place of Birth:

Mandatory Removal Date:

Home Address:

Home Telephone:

Present Assignment:

Unit Telephone:

Civilian Occupation:

Business Telephone:

Enlisted Service:

Source and Date of Commission:

Years of Active Commissioned Service:

Total Years of Service:

Military Schools Attended

Year Completed

Civilian Education

Degrees Received

U. S. Decorations/Badges

Chronological List of Appointments

Chronological Record of Duty Assignments

From

To

ACTIVE DUTY

ARNG – Not on Active Duty