

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

JOB VACANCY ANNOUNCEMENT FY18-022 AGR-AIR

26 January 2018

POSITION: HR Specialist (Employee Benefits), AFSC 3S071, POSNRs  
TBD, HQ HIANG, Hawaii Air National Guard.  
**(To establish a List of Eligible)**

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f)) – One Time  
Occasional Tour (OTOT) – Three (3) year tour length.

LOCATION: Ft Ruger, Diamond Head, Hawaii

CLOSING DATE: 23 February 2018

RECRUITMENT AREA: Present enlisted member SSgt (E-5) to TSgt (E-6) of the U.S.  
Armed Forces Nationwide.  
**(See NOTES TO APPLICANTS)**

SUMMARY OF DUTIES: These two positions are located in the Human Resources Office – Employee Benefits Section. Its paramount purpose is to provide personnel, manpower management, and administrative support service for federal full-time personnel programs. The office serves as The Adjutant General's single point of control for managing and administering the Hawaii Army National Guard and the Hawaii Air National Guard full-time personnel programs.

AFSC: 3S0X1. Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Helps users determine training requirements, methods, and procedures. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports. Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Maintains files of correspondence, directives, instructions, and other publications. Oversees personnel activities and functions.

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Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports. Maintains suspense system for personnel actions and correspondence.

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 (AFECD) located at: <https://gum-crm.csd.disa.mil/app/answers/list/kw/afecd/>.

Per ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Applicants must possess AFSC 3S051.

Additional requirements:

- Must have a minimum of three (3) years of Human Resources Office experience in employee benefits pertaining to the Title 32 Technician Program.
- Provides technical guidance and procedural assistance to managers, supervisors, and employees in executing a variety of employee benefits programs, which may include workers' compensation, retirement, health and life benefits, Thrift Savings Program (TSP), etc.
- Knowledge of the organizational structures of the ARNG and ANG.
- Ability to communicate both orally and in writing sufficient to develop and present findings and determinations to management and employees to gain acceptance and understanding of findings and recommendations.
- Works through appropriate channels with the DOL, Civilian Personnel Management Service (CPMS) Injury and Unemployment Compensation Division, and supervisors to determine that payment of legitimate claims is made, fraud is reported, and questionable claims are reviewed.
- Assists in administering the retirement programs for technicians desiring to retire under any of the retirement systems. Processes retirement actions, which are moderately complex, non-controversial, and/or recurring cases related to both the Federal Employees Retirement System and the Civil Services Retirement System.
- Provides technical guidance and assistance to management and employees on benefit programs such as Federal Employee Health Benefits, Federal Employees Group Life Insurance, Thrift Savings Program, Long Term Care Program, etc. Reviews, interprets, and distributes informative material on new, changed, and pending policy changes for employees that impact on existing benefit program entitlements.
- Composes letters or summaries relating to a variety of employee benefit matters. Recommend changes to operating policies and procedures.
- Develops, modifies, and conducts presentation of basic and/or refresher training in employee benefit procedures such as workers' compensation, retirement, TSP, etc.
- Performs other duties as assigned.

Must be eligible to become a member of the Hawaii Air National Guard.

PCS entitlements authorized.

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

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