

AGR VACANCY ANNOUNCEMENT

ARIZONA AIR NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 267-2783; DSN 853-2783

WEBSITE: www.az.ngb.army.mil/hro

ANNOUNCEMENT NUMBER: 04-344A

DATE: 12 OCT 2004

CLOSING DATE: 22 OCT 2004

**POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:
ADMINISTRATIVE OFFICER, GS-0341-14, TC80403000, COL**

APPOINTMENT FACTORS: OFFICER (X)

ENLISTED ()

LOCATION OF POSITION:

HEADQUARTERS, AIR NATIONAL GUARD, PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current onboard AGR Federally Recognized Commissioned Officers in the grade of LtCol – Colonel who are members of the Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement.. **PCS funds are not authorized.**

NOTE: Must possess or have the ability to possess a Security Clearance.

NOTE: There is not an AGR Resource and/or Control Grade available at State HQ, successful applicant must have losing commander's approval to bring AGR resource.

NOTE: Promotion to COL/06 is contingent upon the availability of a Control Grade.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NOTE: This position is being concurrently announced with Technician Announcement #04-344T.

NATIONAL GUARD REQUIREMENTS:

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

POSITION COMPATIBILITY REQUIREMENTS:

Once the selection is made, the individual(s) must be a member of the Arizona (AIR) National Guard (HQ ANG), qualify for and be placed in the following compatible AFSC/MOS/AOC: 30C0, 97E0

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self generated form that clearly justifies each KSA.

1. Knowledge (extensive and comprehensive) of multiple military missions and organizational structures.
2. Ability to use a variety of qualitative and quantitative methodologies to assess and evaluate program effectiveness including survey techniques and comparative analysis.
3. Knowledge of other military service components such as the United States Army and Army National Guard and civilian agencies.
4. Ability to identify financial, personnel and material needs.
5. Ability to plan, organize, and coordinate work situations when diverse demands are involved.
6. Skill in written and oral communications.
7. Knowledge of the principles of organization, management and administration.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). For further information call 267-2783/ 2960/ 2789 or DSN 853-2783/2960/2789. **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate in their application package how they meet the requirements listed below in the Specialized Experience area. **Failure to address and justify the Specialized Experience Requirements in your application package will cause you to be considered unqualified for this position.**

SPECIALIZED EXPERIENCE: Must have 36 months experience in administrative, supervisory, managerial or professional work. Experience in which the candidate demonstrated sound managerial and management principles. Experience reviewing and evaluating program and mission data which requires the development of detailed policies and directives for Joint Force Headquarters (ANG) and unit level mission accomplishments, experience monitoring, managing and coordinating multifunctional programs with a wide range of JFHQ, unit and civilian organizations.

BRIEF JOB DESCRIPTION: This position is located in the Joint Force Headquarters, Air National Guard Wing. The incumbent serves 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. Serves as the Joint Force 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. Coordinates with Army National Guard senior leadership on joint programs and activities within the state. 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. 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. Maintains liaison between the NGB Air Surgeon and medical units within the state. Manages State ANG diversity program. Represents the Adjutant General at meetings and conferences. Ensures compliance with local and higher headquarters policies and technical adequacy of information furnished. Directly, and through a subordinate supervisor, manages federal and state employees of the State Headquarters.

SELECTING SUPERVISOR: BRIGADIER GENERAL MICHAEL SHIRA