

NATIONAL GUARD OF ARIZONA
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
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-344T OPENING DATE: 12 OCT 2004 CLOSING DATE: 22 OCT 2004

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

APPOINTMENT FACTORS: OFFICER (X) WARRANT OFFICER () ENLISTED (X)

SALARY RANGE: \$82,438 - \$107,170 PA	SUPERVISORY () MANAGERIAL () NON-SUPERVISORY/NON-MANAGERIAL (X)
---	---

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 Federally Recognized Commissioned Officers in the grade of LtCol – Colonel who are onboard technicians of the Arizona Air National Guard.** Individual selected will receive a Permanent Appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

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

NOTE: This position is being concurrently announced with AGR Announcement #04-344A.

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(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

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

KNOWN PROMOTION POTENTIAL: NONE

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 to reference the justification.

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 (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and 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 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation 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.). **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.** For further information call 267-2783 or DSN 853-2783. **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 on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will 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