

MILITARY ADMINISTRATIVE OFFICER

NATURE OF WORK

An individual in this class plans and administers a work program relating to the specific staff function for which he is responsible as a member of the staff of the Adjutant General of North Carolina. Work also requires the performance of various duties normally expected of a staff officer in a military organization. Responsibility for a specific activity or program results from the assignment of this individual to a designated staff position by the Adjutant General, work develops as a result of the normal operations of the Department in organizing and training local Units of the Guard, in directing and evaluating their activities and in performing the various administrative and staff services required to maintain these organizations. Military regulations, directives from the Army, Air Force, and the National Guard Bureau, and policies formulated by the Adjutant General guide the employee in the performance of his duties. Within these limitations the incumbent is expected to develop the work procedures necessary to execute the program for which he is responsible. The incumbent is expected to advise the Military Executive Officer and the Adjutant General on the contents of directives originating in Army, Air Force, and National Guard Headquarters which relate to the area or activity for which he is primarily responsible and to participate, in an advisory capacity, in the formulation of policies which affect the conduct of the National Guard program in North Carolina. Extensive contact is maintained with National Guard personnel throughout the State. Work is evaluated by the Military Executive Officer and the Adjutant General on the basis of the extent to which the functions, at Unit and Headquarters level, for which this employee is responsible adhere to the established policies and standards.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises civilian and military personnel engaged in the preparation, maintenance, and disposition of personnel records for all officers and enlisted men in the North Carolina National Guard and in the preparation of a variety of statistical reports concerning personnel in the local Units.

Advises Unit Commanders on the interpretation, application, and execution of various military regulations, policies, and procedures concerning enlistment, promotion, transfer, and discharge of enlisted men and the appointment of officers.

Develops the necessary plans and procedures for the transportation, housing, feeding, supply, communication, and related functions necessary to provide periods of training at summer camps and at staff schools.

Inspects Unit personnel, equipment, and records; examines office procedures and organization; and observes training and operational procedures for conformance with established standards and directives.

Determines the Units or communities in which participation in, or support of, the National Guard is below an acceptable standard and develops, in cooperation with the Unit Commander, a public relations program designed to counteract lack of interest in Guard activities or overcome difficult recruitment problems.

Establishes dates and develops the plans for various Units to participate in firing of small arms for qualification; obtains use of firing ranges at military installations in the State; and issues the necessary training instructions.

Develops memoranda, directives, orders, and other informational material in order to keep Unit Commanders informed on that phase of the program for which he is responsible.

Advises Unit Commanders on the selection of material for public informational use in the area, on the choice of newspaper, radio, and/or other media, and on the timing and follow-up of each news release or radio program.

Develops, or directs National Guard personnel in developing, news releases, feature stories, radio programs, posters, and photographic and other displays for recruiting purposes.

Advises Unit Commanders and other personnel on the availability of training courses; determines the qualifications of participating personnel; selects personnel to attend the courses; and issues the necessary enabling orders.

Promotes and maintains friendly relations with representatives of the press, news disseminating agencies, and radio stations in order to facilitate the dissemination of public informational material.

Makes preliminary plans relative to the location and activation of new National Guard Units; submits plans to the National Guard Bureau for approval; and issues the necessary orders when the activation is authorized.

Addresses local civic and veteran groups, Parent-Teacher Associations and graduating seniors in order to promote recruitment in the National Guard.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES:

Considerable knowledge of staff functions, military command, and the tactical employment of Units.

Considerable knowledge of Armed Forces.

Considerable knowledge of Armed Forces administrative policies and procedures.

Ability to interpret and apply military regulations, directives, and Tables of Organization and Equipment.

Ability to plan, direct and review the work of subordinate employees and/or military personnel.

Ability to train, inspect, and otherwise supervise National Guard Units of varying sizes and services.

Ability to establish and maintain effective working relationships with staff and line officers of the National Guard, with higher headquarters, with local civic groups and with representatives of the press and radio.

MINIMUM EXPERIENCE AND TRAINING

Graduation from a four-year college or university. (One additional year of acceptable experience may be substituted for two years of the required college education).

Five years of commissioned military experience, including command and staff assignments.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of position in this class, but may not be applicable to all positions.