

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

JOB VACANCY ANNOUNCEMENT FY13-035 AGR-AIR

19 February 2013

POSITION: Knowledge Operations Management Craftsman, AFSC 3D0X1 (ILO Information Resources Specialist, GS-0301-09, FC 38C100, PDCN D1851000, SPMD F85D).
Unit of Assignment: 154th Communications Flight (**To establish a list of eligibles.**)

STATUS: *Full-Time Military Duty (Title 32, USC 502(f))
(See NOTES TO APPLICANTS)

LOCATION: Joint Base Pearl Harbor-Hickam, Hawaii

CLOSING DATE: 12 March 2013

AREA OF

CONSIDERATION: Permanent on-board AGR members E6 (promotable to E7) to E7 of the Hawaii Air National Guard. (**See NOTES TO APPLICANTS**)

SUMMARY OF DUTIES: The purpose of this position is to implement and administer the Information Resource Management Program within the Wing/Base network and manual operating environments.

- Lead, train, and provide direction to Wing/Base KOM personnel primarily in Electronic Records Management (ERM) and Information Resource Management (IRM).
- Serves as Wing/Base Webmaster for all internet and intranet pages, including SharePoint, the AF Portal and Communities of Practice (CoPs).
- Performs information systems/technology support (Client Support Administration) tasks and functions to include: installation, configuration, management, and initial diagnostics of client information systems.
- Develops and maintains the Wing/Base Content Management Program.
- Manages Wing/Base Freedom of Information Act (FOIA) and Privacy Act (PA) Programs.
- Manages and provides guidance to the Wing/Base and tenant units on reproduction options, such as local resources, outside vendors, such as the Defense Agency Printing Service (DAPS).
- Provides software application assistance to Wing/Base customers for commonly used office automation and telecommunications applications.
- Coordinates with higher headquarters elements, Program Management Offices, Specific System/Hardware Support Elements, OEM Vendors and Vendor Contracted support facilities for issue resolutions pertaining to the most efficient and effective acquisition, portrayal, manipulation and destruction of Wing/Base information.
- Manages work center supply function.

Details of the duties and responsibilities are contained in the applicable position description (PDCN D1851000) located in the Human Resources Office.

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ADDITIONAL QUALIFICATIONS REQUIRED: Possession of AFSC 3D0X1 is desirable. If not, applicant must meet entry, award, and retention requirements in the FECD/AFOCD. See the Retention Office Manager to initiate a career change worksheet. Completed worksheet must be submitted with the application packet.

AGR APPLICATION PROCEDURES: The following must be submitted:

1. NGB Form 34-1, *Application for Active Guard/Reserve (AGR) Position*; **OR** a signed resume; **OR** any other written format with signature. **Signature on the application must be an “original” signature and not just a “copy” of the signature.**

2. Documents of last performance appraisal. If the performance appraisals are not available, documents of past civilian performance, letter of recommendations, and/or military performance may be submitted. These documents will be evaluated as part of the selection process.

3. Copy of a current (within the past year) ANG Fitness Assessment Results. If not available, explanation must be provided, i.e., documentation, medical deferral, etc.

4. A printed copy of your Records Review which can be obtained from the vMPF ([AF Portal: Login Page](#)).

5. If not qualified in the announced AFSC, a completed career change worksheet must be submitted.

Failure to provide supporting documents will result in a non-eligible/non-qualified determination which will cause you to lose consideration for this position.

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 not be considered.

Applications postmarked (by the U.S. Postal Service) on or before the closing date of the JVA will 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.

NOTES TO APPLICANTS:

1. Unless specifically stated on this Job Vacancy Announcement, no waivers will be authorized.

2. The maximum military grade is subject to authorization by the National Guard Bureau and vacancy on the unit manning document (UMD).

3. On-board HIANG AGR members must be in their current position for a minimum of 24 months to be eligible for reassignment to a new position. The Adjutant General (HITAG) may approve waivers in exceptional circumstances.

4. Applicants who exceed the military grade specified in the Area of Consideration must indicate, on the application form, a willingness to be administratively reduced in grade; otherwise, they will be ineligible for consideration.

5. Applicants may be screened and evaluated on military attributes directly related to the compatible military position required to be assigned into, such as, but not limited to, military bearing, leadership, or ability to work with other (teamwork) in a military environment.

5. Permanent full-time military technicians with the same PDCN as the position advertised may apply. In-place conversion is not authorized; must be competitively selected for the position.

6. Final selection will be based upon qualifications, suitability, and available manpower resources.

7. The purpose of this announcement is to establish a list of eligibles. Eligibles on this list will be given automatic consideration for identical position vacancies occurring during the six-month period following the close of this announcement.

8. Selectee must successfully complete the DoD 8570 IA certification within six months of placement.

*9. This position is also being announced for fill in an Excepted Service (Enlisted) status. Applicants who wish to be considered under the Excepted Service program should submit the appropriate application forms. For details and application procedures, see: <http://www.usajobs.gov/GetJob/ViewDetails/338226900>.

10. Qualified applicants who previously submitted an application under Job Vacancy Announcement FY13-010 AGR-AIR do not need to reapply. The qualified applicant's packet, submitted under JVA FY13-010, will be used for vacancy fill consideration under JVA FY13-035.

(NGHI-HRO)

DISTRIBUTION "A"

HAWAII AIR NATIONAL GUARD
ACTIVE GUARD/RESERVE (AGR) PROGRAM

1. GOVERNING DIRECTIVE: ANGI 36-101, 3 June 2010.

2. GENERAL POLICIES:

a. Conditions of Employment:

(1) Must maintain appropriate military membership in a Hawaii Air National Guard (HIANG) military unit by which employed.

(2) Must be assigned to the Duty Air Force Specialty Code (DAFSC) compatible with the full-time requirement as reflected on the unit manning document (UMD) on date of employment.

(3) Duties of AGR personnel will be governed by the functions inherent to the AGR positions they occupy on the UMD and the DAFSC.

(4) Will perform a minimum of forty hours of duty per week. Regular or alternate work schedules, as approved by TAG, should not deviate from those approved for military technicians. Will participate with unit of assignment during unit training assemblies or equivalent periods of duty. Will also be available to participate in annual training periods, deployments, and exercises, when required.

(5) Military technicians selected for full-time AGR tours will be separated/terminated from their technician positions. Such separations/terminations will be effective after use of military leave.

(6) All AGR personnel are subject to state military justice procedures and statutes, and civil laws and statutes, as appropriate. When in Federal status under Title 10, the Uniform Code of Military Justice (UCMJ) applies.

b. Military/Technician Grade Comparability: The MCR AGR Grade Comparability Table will be used to determine the highest possible AGR grade that is allowed and is applicable to a full-time position requirement on the UMD. Accordingly, individuals may not enter on AGR duty above the maximum military duty grade authorized for the full-time position.

c. AGR Controlled Grade Ceilings: The controlled grade ceilings provided by NGB/A1 are the maximum available for use by the state. All restorations, promotions and new hires must be accommodated within these controlled grade ceilings.

d. Promotion: Promotion of officers and enlisted military duty personnel will be in accordance with existing ANG promotion policies. Further, such promotions must be within the established AGR end strength, grade ceilings, and not be above the maximum grade authorized for the full-time position.

e. Restoration Rights: Military technicians who separate from technician employment to enter into the AGR program have restoration rights. Permanent on-board AGR members who enter an ANG Title 10 Statutory Tour, assigned to the NGB UMD, have restoration rights, not to exceed five years. Permanent on-board AGR members selected for recruiting and retention duty have restoration rights not to exceed five years.

f. Entitlements: AGR personnel and their family members are entitled to most benefits provided by law to personnel on active duty in Federal service. However, for the purpose of Title 38 U.S.C., Veterans' Benefits, service in AGR status under Title 32 U.S.C. 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. AGR Airmen should contact their State VA office to determine their VA entitlements/ benefits.

3. BASIC ELIGIBILITY REQUIREMENTS:

a. Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver may be authorized only if specifically states in the job vacancy announcement.

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- b. Must not have been separated “for cause” from active duty or a previous Reserve Component AGR tour.
- c. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- d. Pregnant females are eligible to apply for full-time military duty (AGR) tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering on the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired and the State Air Surgeon medically clears them.
- e. Must have sufficient retainability to complete the AGR tour of duty. The tour cannot extend beyond an enlisted member’s expiration term of service (ETS) date. Officers will not be retained in AGR status beyond the officer’s mandatory separation date (MSD).
- f. Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- g. Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- h. Applicants must be within the stated “Area of Consideration” as of the close of the announcement.

4. EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regard to race, religion, sex, color, national origin, political affiliation, marital status, non-disqualifying age or disability.

5. RETRAINING: [APPLICABLE ONLY IF STATED IN THE JOB VACANCY ANNOUNCEMENT.]

Enlisted airmen currently serving in permanent full-time AGR status may be selected for a vacant UMD AGR position without the awarded duty AFSC and are subject to the following restrictions:

- a. If the UMD position requires a mandatory training school for the award of the 3-level AFSC, the individual may be assigned to the new position immediately, but must agree in writing to attend the first available course that would qualify them in the new AFSC. Failure to successfully complete the required formal training or failure to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, will result in the termination of the AGR tour.
- b. The individual must continue to progress in training IAW AFI 36-2201, Vol 2, and AFI 36-2101 to a skill level compatible with their UMD assignment. Airmen who do not progress to the next skill level will be removed from AGR status.
- c. Airmen approved for retraining may incur an ANG service commitment IAW ANGI 36-2101 upon completion of training.
- d. The member must sign a statement acknowledging understanding of the above conditions prior to assignment to the full-time position.