

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

JOB VACANCY ANNOUNCEMENT FY14-036-AGR-AIR 09 August 2014
Dual announcement (Yes)

POSITION: Administrative Officer, DAFSC 97E0,
POSNR 0076100134, Headquarters (HQ),
Hawaii Air National Guard.
(To establish a List of Eligible)

TYPE OF APPOINTMENT: Full-Time Military Duty (Title 32, USC 502(f) – 5 year tour length **(See NOTES TO APPLICANTS)**)

LOCATION: Joint Force Headquarters, Hawaii Air National Guard
Honolulu, Hawaii

CLOSING DATE: 09 September 2014

RECRUITMENT AREA: On board AGR officer members O5 (eligible for promotion by JVA closing date) thru O6 of the Hawaii Air National Guard excluding members assigned to a fenced program element code (PEC).

SUMMARY OF DUTIES:

The purpose of the position is to serve 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 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. Ensures compliance with local and higher headquarters policies and technical adequacy of information furnished. Officer oversees information management activities for the commander and deputy commander; handles protocol duties as required; implements, directs, and coordinates executive functions, services, and activities; represents the commander in interaction with other agencies of all levels; and is responsible for unit programs and special projects as directed by the commander. 97E0 positions above wing level will be

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filled by AFPC using a nominative process while 97E0 positions at wing level and below will be filled internally to the wing. Related DoD Occupational Group: 270100.

Details of the duties and responsibilities are contained in the applicable position description PDCN D1527000 located in the Human Resources Office.

Details of the above stated "SUMMARY OF DUTIES" are contained in the applicable description of duties and responsibilities in the Air Force Enlisted Classification Directory (AFECD or AFOCD), 31 October 2013 located at: <https://gum-crm.csd.disa.mil/ci/fattach/get/2445950/1363804464/redirect/1/filename/AFECD-Apr%2013-Part%20I-as%20of%2012%20Mar%2013.pdf>

Details of the duties and responsibilities associated with the comparable excepted service, dual-status military technician rating for this duty position, are described in the statement of difference PDCN D1527000 on file at the Human Resource Office

AGR APPLICATION PROCEDURES: The following **must** be submitted:

1. NGB Form 34-1, *Application for Active Guard/Reserve (AGR) Position, November 2013*; **OR** a **signed** resume; **OR** any other written format with signature. Signature on the application must be an "original" signature. Digital signatures are acceptable in lieu of original 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. Provide Point Credit Summary (PCARs) from MilPDS, in order for HIHRO-A to validate total active federal military service (TAFMS).
6. See paragraph 3.a, under BASIC ELIGIBILITY REQUIREMENTS. The applicant must obtain TAG approved waiver, as required, and submit waiver document with application forms.

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. **Application, other forms and supporting documents must be submitted as paper documents. Applications, other forms and supporting documents sent via email will not be accepted and applicant**

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will not be considered as potential list of eligible. The HIHRO office is not responsible for printing digital files of application(s), other forms and any supporting documents that is sent to the HIHRO office. Errors; omissions of information; applications completed in pencil or unsigned; 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. 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.
3. 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 others (teamwork) in a military environment.
4. Final selection will be based upon qualifications, suitability, and available manpower resources.
5. 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.
6. The incumbent of this position must be equal or higher in military grade to those he/she will have the responsibility to guide and direct. Applicants must be eligible for promotion as of the JVA closing date.
7. Per ANG1 36-101, 7.1.1: Promotion opportunity is limited to the authorized grade on the incumbent's current AGR position as reflected on the UMD.

As an example: The authorized grade of POSNR 0076100134, as depicted on the current UMD, is O5. If an O5 is selected/hired, the O5 can be promoted to O6, without any further competition, provided they meet all promotion eligibility criteria IAW HIANGI 36-2502 and remain assigned as the sole incumbent to the duty position originally hired into. Promotion rank of opportunity will change accordingly, if the authorized grade, as depicted on the UMD changes.

8. 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, click on the <http://www.usajobs.gov/GetJob/ViewDetails/378091500> .

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a. FTSPR 335-1-1, chapter 3.a.(7) provides guidance that “single” status announcements (AGR, Reserve or technician only) requires justification. Justification was not provided for single status announcement, therefore dual announcement (both AGR and dual status military technician JVA postings) are being broadcast to establish list of eligibles for this duty position.

b. ANG1 36-101, chapter 4.1.6 states that “AGR personnel and military technicians may be considered concurrently for the same full-time position vacancy.” This duty position is considering both AGR personnel and military technicians to establish list of eligibles, per above stated Air National Guard Instruction publication.

9. Fenced Program Element Code (PEC):

a. NGB/A1MP provides Manpower Resource Vouchers (MRVs). HRO-A uses the MRV as the source document of record for determining “fenced” duty position and it’s associating PEC’s.

b. The following are “fenced” PECs as defined by the current MRV provided by NGB/A1MP: 00052625G, 00053110G, 00053115G, 00055167G, 00058150G and 00051721P.

c. The intent of identifying “fenced” PEC’s is to ensure fulltime vouchered authorization (manpower resources) remain assigned to the specific mission that the resources were intended to support/fund.

d. Current HIANG, AGR member assigned to PEC(s) 00052625G, 00053110G, 00053115G, 00055167G, 00058150G and 00051721P will not be allowed to transfer the fenced AGR resource they are currently encumbering to the non-fenced PEC associated to the vacant duty position advertised in this JVA.

10. Deployed personnel, outside of Hawaii and CONUS, may be allowed an exception to submit application, other forms and supporting documents via email. Applicant must provide the HIHRO office the applicant’s deployment order; HIHRO will provide confirmation of allowing email application to be submitted, at time of deployment order verification.

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.

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(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 (ANGI 36-101, 3 June 2010, paragraph 7.6.1).

(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) 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, ANG1 36-101, 3 June 2010, table 13.1, 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.

g. Voluntary Reassignment: Per chapter 6.7., Voluntary Reassignment, ANGI 36-101, reassignment to an AGR position requires the new position to have a grade no lower than

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the individual's current military grade, unless the enlisted Airman agrees in writing to a reduction in grade IAW ANGI 36-2503, Administrative Demotion of Airmen.

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 authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.

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.

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.

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(NGHI-HRO)
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