

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

JOB VACANCY ANNOUNCEMENT FY15-008 AGR-AIR
Dual announcement (No)

17 November 2014

POSITION: **Senior Enlisted Leader, Hawaii National Guard** working for the Adjutant General, **Joint Force Headquarters, 3949 Diamond Head Road, Honolulu, HI 96816** and serving concurrently as **Command Chief Master Sergeant**, DAFSC 9E000, POSNR 0703340, Headquarters Hawaii Air National, Hawaii.
(To establish a List of Eligible)

TYPE OF APPOINTMENT: **One Time Limited Full-Time Military Duty** (Title 32, USC 502(f)) – Initial 3 year tour with follow on not to exceed a total of 5 years. (**See NOTES TO APPLICANTS**)

LOCATION: Honolulu, HI

CLOSING DATE: 16 December 2014

RECRUITMENT AREA: Present enlisted members E-9 of the Hawaii Air National Guard.

SUMMARY OF DUTIES: This position is located in the Command Group of the Joint Force Headquarters within the state of Hawaii. As a member of the Joint Force Headquarters command staff, the incumbent serves as the Senior Enlisted Leader in the state managing the military aspects of all full time and traditional National Guard enlisted members. Personnel covered by the program include enlisted personnel at all ranks within the state Army National Guard and Air National Guard. As the Enlisted Program Manager for the state, the incumbent serves as the primary advisor and spokesperson regarding issues related to the analysis and enforcement of established policies and standards for all enlisted members. Program areas managed include military issues related to readiness, as well as the performance, care, conduct, appearance, effective personnel utilization, management, and training of all enlisted guard members within the state. The incumbent is also responsible for ensuring subordinate Non-Commissioned Officers (NCOs) comply with the state's enlisted program goals and objectives. Regularly interacts with senior enlisted advisors of other Department of Defense (DoD) components. Participates in a variety of DoD, Federal, and State level advisory councils.

Performs other duties as assigned.

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

JOB VACANCY ANNOUNCEMENT FY15-008 AGR-AIR

application must be an “original” signature. Digital signatures are acceptable in lieu of original signature.

2. Documents of last five (5) performance appraisals. 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 (RIP) which can be obtained from the vMPF ([AF Portal: Login Page](#)).
5. Provide **Point Credit Summary (PCARs) from MilPDS (See your CSS for this document)**, in order for HIHRO-A to validate total active federal military service (TAFMS).

All applicants are encouraged to review their RIP prior to submission to ensure accurate information is listed for the following items: Current security clearance awarded AFSC, Professional Military Education completion, and highest civilian education.

DESIREABLE ATTRIBUTES FOR THE POSITION OF THE SENIOR ENLISTED LEADER OF THE HAWAII NATIONAL GUARD

- Possess the ability to anticipate and respond to surprise and uncertainty.
- Possess the ability to operate on intent through trust, empowerment and understanding.
- Possess the ability to anticipate, recognize change and lead transition.
- Possess the ability to make ethical decisions based on the shared organizational values, collaboration and humility while fostering a climate of fairness.
- Possess the ability to think critically, strategically and a “seek to understand” philosophy.
- Must be in complete compliance of Air Force and Army Core Values.
- Must be highly motivated, proactive and a self-starter.
- Have exceptional leadership and managerial skills.
- Have the ability to write and speak distinctly.
- Must exude a professional image regarding every standard of dress and appearance while being the positive example by adhering to the National Guard fitness standards.
- Must agree to serve a minimum tenure of 3 years as the Senior Enlisted Leader.
- Must be active in community relations and involvement.
- Must be affiliated with professional organizations.
- Time available above UTA and annual training requirements.

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**

JOB VACANCY ANNOUNCEMENT FY15-008 AGR-AIR

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. **This is a one-time limited tour.** Selection for this position does not constitute accession into a permanent AGR program. Tour may be extended for two (2) additional years with TAG approval but not to exceed a total of 5 years.
7. 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.
8. Per NGHI-TAG MEMORANDUM FOR RECORD, SUBJECT: Maximum Tenure Policy for Hawaii National Guard Full-Time Personnel (Air), dated 21 July 2014, paragraph 4 states: "Individual AGR orders will terminate at the end of the month at which the member achieves 20 years of TAFMS." Paragraph 2 of the same memorandum for record states: "A 20 year retirement is the standard; AGR's should be prepared to retire when eligible for an active duty retirement." For applicants who are within 5 years of reaching 20 TAFMS years creditable towards a length of service retirement; their tour length may be less than the advertised tour length due to the published guidance in the above stated memorandum.
9. Incumbent to this position must possess a Top Secret clearance or be able to apply and obtain this clearance upon notification of selection.

JOB VACANCY ANNOUNCEMENT FY15-008 AGR-AIR
HAWAII AIR NATIONAL GUARD
ACTIVE GUARD/RESERVE (AGR) PROGRAM

1. GOVERNING DIRECTIVE: ANGI 36-101, 3 June 2010 certified current 14 Aug 2014

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

(4) Will perform a minimum of forty hours of duty per week. 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, ANGI 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.

JOB VACANCY ANNOUNCEMENT FY15-008 AGR-AIR

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 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. Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.

b. 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.

c. 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.

d. 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).

e. 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.

f. 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.

(NGHI-HRO)
DISTRIBUTION "A"