

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

JOB VACANCY ANNOUNCEMENT F14-010-AGR-AIR
Dual announcement (No)

13 March 2014

POSITION: Knowledge Operations Management, DAFSC 3D0X1/3S0X1, POSNR 0873411, 154th Maintenance Group (MXG), Hawaii Air National Guard, Hawaii.
(To establish a List of Eligible)

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

LOCATION: 154 MXG, Joint Base Pearl Harbor-Hawaii

CLOSING DATE: 14 April 2014

RECRUITMENT AREA: Present enlisted members E6 (promotion eligible to E7) to E7 of the 154 MXG, Hawaii Air National Guard (HIANG) who possess AFSC 3D0X1/3S0X1.

SUMMARY OF DUTIES: **AFSC 3D0X1:** Performs data management. Manages process of planning, coordinating, managing, sharing, and controlling organization's data assets. Updates or uses data vocabularies and metadata catalog, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics. Categorizes and specifies how to represent objects, concepts, and other entities based on relevance and application to support specific organizational objectives. Structures data and information for a specific purpose in a specific context for collaborative groups of users who must exchange information in pursuit of their shared goals, interests, missions or business processes. Manages databases for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions. Uses or assists users with using authoritative data sources, data services, and presentation layer to deliver information to support processes. Performs information management functions. Conducts information analyses to determine proper flow and life-cycle management of information, regardless of medium. Operates information systems to create, collect, process, disseminate, use, store, protect, and dispose of information. Develops, provides, and educates users on workflow capabilities and tools to comply with structured electronic processes and flexibility to create/develop ad hoc courses of actions. Manages timeliness, accuracy, and maintenance of published content. Approves and publishes content through automated publishing tools. Oversees organizations' compliance and management of AF Portal and collaboration tools. Manages publications and forms development, design, control, storage, acquisition and dissemination. Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements. Focal point for Internet and e-mail management and use policies. Creates

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manual and electronic file plans. Applies file cutoff procedures and disposes of and retrieves records. Operates and manages records information management system and records staging areas. Complies with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply. Provides guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow. Operates Official Mail Center. Manages knowledge services. Serves as consultant/liaison for overall data, information, and knowledge planning and integration; identifies and analyzes data, information, and knowledge requirements to facilitate delivery of decision-quality information to commanders. Uses and manages technologies to capture, organize, and store activities/experiences, leveraging collaborative knowledge across disparate organizations. Promotes interaction among two or more individuals encompassing a variety of behaviors, including communication, information sharing, coordination, cooperation, problem-solving, and negotiation. Assesses, develops and manages desktop common-operating pictures/dashboards. Manages, supervises, and performs planning and implementation activities. Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors status of base civil engineer work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems.

AFSC 3S0X1: Advises officers and airmen on military personnel issues and programs. Conducts interviews to determine individual interests, qualifications, and personnel data. Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression. Helps commanders develop career information and motivation programs. Manages selective reenlistment and career airman reenlistment reservation programs. Counsels airmen on reenlistment opportunities and benefits. Monitors retention programs and provides reports and statistics. Helps users determine training requirements, methods, and procedures. Creates, maintains, and audits personnel records. Records information in unit, field, and PDS records. Prepares and maintains personnel records, aeronautical orders, and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records. Reviews and processes evaluation reports. Performs personnel actions. Updates computerized personnel data. Conducts in and out processing. Manages the Virtual Out Processing vOP in the Military Personnel Flight. Monitors personnel readiness programs. Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Administers standard

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tests, acts as test monitor, scores tests, and records results. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions. Processes documents required to support service awards and decorations. Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF). Maintains files of correspondence, directives, instructions, and other publications. Provides casualty assistance. Administers casualty program. Prepares related reports and documents. Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports. Performs CSS personnel functions. Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, in processing, squadron information, and enlisted and officer professional military education. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions. Requisitions and maintains current study reference material for the airman promotion system. Assigns members to an AEF. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions. Performs Personnel Support for Contingency Operations (PERSCO) functions.

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>

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.

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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 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.

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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 ANGI 36-101, paragraph 5.2. The intent of the AGR program is to assess AFSC qualified individuals. Retraining is not authorized to fill this duty position. Applicants must be qualified in either 3D0X1 or 3S0X1.

8. 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.

9. 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 0873411, as depicted on the current UMD, is MSgt. If a TSgt is selected/hired, the TSgt can be promoted to MSgt, 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 opportunity will change accordingly, if the authorized grade, as depicted on the UMD, changes.

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 (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

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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 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

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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.

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

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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.

(NGHI-HRO)
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