

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 or other service component equivalent document that provides physical fitness test 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](#)), or other service component equivalent source document that provides service members administrative, training, and duty assignment history.
5. Provide Point Credit Summary (PCARs) from MiIPDS or other service component equivalent document which will allow HIHRO-A office to validate total active federal military service years of the applicant.
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.

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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 XXXXXXXX as depicted on the current UMD, is SSgt. If a SrA is selected/hired, the SrA can be promoted to SSgt 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 may also be announced for fill in an Excepted Service (officer/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 website: <https://www.usajobs.gov/>.

a. FTSPR 335-1-1, chapter 3.a. (7) provides guidance that "single" status announcements (AGR, Reserve or technician only) requires justification. Dual announcement (both AGR and dual status military technician JVA postings) may be broadcasted to establish list of eligibles for the 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 may consider both AGR personnel and military technicians to establish list of eligibles, per above stated Air National Guard Instruction publication.

10. If an AGR, assigned to a fenced PEC, is recommended for hire, then the final approval is subject to the availability of AGR authorizations. The HRO will ensure that fenced PEC authorizations remain unchanged and that there is an available AGR authorization to support hiring into the non-fenced PEC vacant duty position.

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11. 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.

12. 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 an applicant who has 20 or more years of TAFMS and is selected for hire; their tour length may be less than the advertised tour length due to published guidance in the above stated memorandum.

13. The hired AGR's existing tour end date (as designated on the AGR member's current AROWs orders) will not change upon acceptance of this duty position. The hired AGR will continue to serve under his/her existing AGR tour period and then be considered for subsequent tour continuation under the HIANG HIHRO FORM 2 processing.

### 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 equivalent periods of duty. Will also be available to participate in annual training periods, deployments, and exercises, when required.

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(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 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.

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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.

(NGHI-HRO)  
DISTRIBUTION "A"