

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

Application Opening Date:

30 Nov 2018

Application Closing Date:

Until Filled

Position Number

FY 19-035

Duty Position:

HR Specialist (Employee Benefits)

Grade Min. / Max.:

SrA (E4) / MSgt (E7)

Duty AFSC:

3FOX1

*****ONE TIME OCCASIONAL TOUR FOR 3 YEARS *****

*****Authorization for payment of PCS expenses will be granted only after determination is made that payment is in the best interest of the Hawaii National Guard *****

Duty Location:

HQ HIANG-HRO
3949 Diamond Head Rd
Honolulu, Hawaii 96816

Selecting Official: COL Laura Soares

Point of Contact: MSgt Shane Gaines

Comm: 808-672-1235

Who May Apply: **Open Nationwide to military members with a duty AFSC 3FOX1 and have minimum 1 year Human Resource experience.**

Qualifications, Duties and Responsibilities:

Classification Directory AFECD & AFOCD - (accessed from a .mil computer)

<https://mypers.af.mil/app/categories/c/1363/p/13>

Additional Duties and Responsibilities:

- Must have a minimum of 1 year Human Resource experience in employee benefits section, staffing, or classification pertaining to the Title 5 and T32 military technician program.
- Provides technical guidance and procedural assistance to managers, supervisors, and employees in executing a variety of employee benefits programs, which may include workers' compensation, retirement, health and life benefits, Thrift Savings Program (TSP), etc.
- Knowledge of the organizational structures of the ARNG and ANG.
- Ability to communicate both orally and in writing sufficient to develop and present findings and determinations to management and employees to gain acceptance and understanding of findings and recommendations.
- Assists in administering the retirement programs for technicians desiring to retire under any of the retirement systems. Processes retirement actions, which are moderately complex, non-controversial, and/or recurring cases related to both the Federal Employees Retirement System and the Civil Services Retirement System.
- Provides technical guidance and assistance to management and employees on benefit programs such as Federal Employee Health Benefits, Federal Employees Group Life Insurance, Thrift Savings Program, Long Term Care Program, etc. Reviews, interprets, and distributes informative material on new, changed, and pending policy changes for employees that impact on existing benefit program entitlements.
- Composes letters or summaries relating to a variety of employee benefit matters. Recommend changes to operating policies and procedures.
- Develops, modifies, and conducts presentation of basic and/or refresher training in employee benefit procedures such as workers' compensation, retirement, TSP, etc.
- Performs other duties as assigned.

FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.

***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM**

34-1: <http://www.ngbpd.c.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>

*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action. **** Application must be signed ****

2. Current & complete Report on Individual Personnel (RIP) printout from virtualMPF
3. Most recent copy of current passing fitness assessment

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Applications are required to emailed to: NG.HI.HIARNG.MBX.NGHI-HRO-AGR@mail.mil

Applications must submit through a DOD government computer and any applications received after 24:00 of close date are returned without action.

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms

Equal Opportunity/ Basic Eligibility Requirements:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
- 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.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- 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.
- 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.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.