

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

<u>Application Opening Date:</u>	<u>Application Closing Date:</u>	<u>Position Number</u>
21 DEC 2018	14 JAN 2019	FY 19-024
<u>Duty Position:</u>	<u>Grade Min. / Max.:</u>	<u>Duty AFSC:</u>
Training Manager	MSgt (E7)/MSgt (E7)	3F271

Duty Location:

292 CBCS
Street: 75 Kuleana St.
City: Kahului, HI 96732

Selecting Official: Maj Jesse B. Park

Point of Contact: MSgt Shane Gaines

Comm: 808-672-1235

Who May Apply: **1st Area of Consideration: Open to on-board technician within the (292 CBCS) Hawaii Air National Guard that has a duty AFSC 3F271.**

2nd Area of Consideration: Open to military members within the (292 CBCS) Hawaii Air National Guard that has a duty AFSC 3F271.

3rd Area of Consideration: Open to Air Force military members located in the State of Hawaii that has a duty AFSC 3F271.

4th Area of Consideration: Open Nationwide to Air Force military members that has a duty AFSC 3F271 and must be able to become a member of the Hawaii Air National Guard.

Qualifications, Duties and Responsibilities:

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

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

1. Manages the squadron military training program for all assigned full-time and drill status guardsmen.
2. Monitors the formal training program to include technical courses, Career Development Courses (CDCs), and OJT for all sections serviced.
3. Advises Squadron Commander, section OICs, trainers and supervisors of the policies, status, progress and programming of training.
4. Plans, compiles and forwards squadron training requirements annually, or as directed, to the Higher Headquarters. Prepares, monitors and reviews all applications for training to insure proper documentation, justification and that applicant meets all prerequisites for training to be received.
5. Coordinates with Consolidated Base Personnel Office or appropriate training center on matters pertaining to formal schools such as quotas etc.
6. Monitors the squadron OJT program. Establishes policies and procedures to provide a uniform and effective internal OJT program. Conducts meetings to familiarize OICs, trainers and supervisors with the concepts, scope, objectives, methods and procedures which must be followed. Insures that all eligible personnel are entered in UGT (upgrade training) and receive applicable CDCs. Coordinates with and advises commanders on the progress of trainees and schedules supervisor and commander evaluations at required time frames. Requests classification actions as necessary. Reviews the monthly section training plans for OJT. Conducts annual section OJT Staff Assistance Visits to evaluate the administration, operation and effectiveness of the overall training program and prepares a written report. Maintains a posted copy of CBPO OJT roster and other training rosters provided By CBPO.

7. Recommends areas of training, retraining and required manning changes to commander and Group Training Office. Identifies problem areas in unit; determines causes and recommends action in all training programs to improve unit effectiveness.

8. Maintains liaison with outside training agencies, advisory services, film libraries and training sections within the squadron. Insures training schedules and materials are provided and coordinates between section and outside agencies to minimize disruption of training programs. Reviews PDO bulletins for pertinent training directives and orders as necessary. Maintains a file of current STSs for each AFS authorized on the UMD and provides supervisors with all changes.

9. Assists supervisors in preparing required forms for upgrading and reassigning personnel.

Prepares all required training records and assists supervisors in preparing lesson plans and performs all other administrative duties associated with the training functions.

10. Counsels, monitors and prepares applications, on interested guardsmen, for enrollment in civilian education programs (e.g., CCAF, tuition assistance etc.).

11. Administers CDC end of course exams.

12. Instructs classes on OJT and recurring GMT as needed.

13. Maintains and prepares training programs (lesson plans, pamphlets) for recurring ancillary training requirements.

14. Assists with other duties within the Commander Support Staff as required or directed.

15. Assists with loading and off-loading of cargo as required by organizational needs.

Additional Duties and Responsibilities:

DTS Processing

Orders Processing

Other Additional Duties and Responsibilities as Directed

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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.