

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

Application Opening Date:

17 MAY 2019

Application Closing Date:

1 June 2019

Position Number

FY 19-107

Duty Position:

HUMAN RESOURCE
SPECIALIST (MILITARY)

Grade Min. / Max.:

SSgt (E5) to MSgt (E7)

Duty AFSC:

3F0X1

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

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 to military members in the Hawaii Air National Guard. (Any AFSC; Cross training will be required if not a 3F0)

Qualifications, Duties and Responsibilities:

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

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

Duties and Responsibilities:

Responsible for assisting with the developing and managing of AGR programs within the state. Primary point of contact for communications with NGB/A1 concerning the AGR program. Focal Point for AGR Resource Allocations (RAs) from the Manpower Resource Voucher (MRV) and Unit Manning Document (UMD). Receives, reviews, and updates the UMD and AGR RAs. Coordinates with appropriate State headquarters personnel to identify State needs for mission accomplishment and distributes RAs to units. Monitors unit manning to preclude excess and/or over grade assignments of AGR personnel and to preclude over-execution of allocated RA. Provides oversight of AGR Controlled Grades. Compiles and submits State AGR controlled grade requirements and execution report monthly to NGB/A1M. . Ensures all restorations, promotions and new hires are accommodated within controlled grade ceilings. Has oversight for AGR Announcements and Selections. Reviews consistency of the AGR program vacancy announcement and hiring procedures. Processes all requests for AGR tour announcements to ensure compliance with directives or instructions. 10 ANGI36-101 3 JUNE 2010 Develops and distributes job announcements; reviews applications to ensure eligibility of applicants. Receives and reviews selection package to ensure that established guidance has been followed for appointment. Ensures AGRs are input into the Defense Enrollment Eligibility Reporting System (DEERS). Publishes AGR tour orders, in accordance with (IAW) AFI 37-128, Administrative Orders, 33-101, ANG Special Orders, and procedures established by TAG or designated representative. The HRO will provide a copy of any AGR orders and amendments to the FSS. Ensures all medical and fitness requirements are met for both occasional and permanent AGR tours PRIOR to publishing AGR

orders. Manages Priority Placement Program (PPP) and Reductions in Force (RIF). Conducts periodic staff assistance visits to units. Advises AGRs of changes to AGR policies and instructions. Annually hosts AGR briefing for all AGRs assigned within the State to openly discuss AGR programs and policy issues. Monitors all medical evaluations boards (MEBs), line-of-duty determinations (LODs), and possible Temporary Disability Retired List (TDRL) actions in conjunction with the Force Support Squadron (FSS) and Medical Commander. Assisting with the AGR Continuation Board (ACB) process.

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.ngbpdcc.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.