

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

Application Opening Date:

3 MAY 2019

Application Closing Date:

18 MAY 2019

Position Number

FY 19-106

Duty Position:

PERSONNEL SYSTEMS MANAGER

Grade Min. / Max.:

SSgt (E5) to MSgt (E7)

Duty AFSC:

3F0X1

Duty Location:

154 FSS
360 Mamala Bay
JBPHH, HI 96853

Selecting Official: Maj Diana Gregory

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:

This position's primary purpose is to plan, organize, administer, and troubleshoot the operation and data base integrity of the Military Personnel Data System in support of military human resources management functions. Serves as the primary point of contact to ensure the effective operation of satellite human resources interface with United States Air Force (USAF) servers and related human resources computers both hardware and software. Provides training on utilization of the different components of the Military Personnel Data System (MILPDS). Provides technical guidance regarding the overall scope of the MILPDS and interfacing systems to identify and solve personnel system related problems, which could inhibit or prevent a high state of readiness.

Additional Duties

Time Keeper
AROWS Profile Editor
Telephone Control Officer (TCO)
Information Assurance

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.