

HAWAII AIR NATIONAL GUARD

** ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT**

Application Opening Date:

30 JAN 20

Application Closing Date:

03 MAR 20

Position Number:

FY 20-031

Duty Position:

Support Services Specialist

Grade Min. / Max.:

E3 – E6

Duty AFSC:

3F571

FY 2020 REALIGNMENT

Duty Location:

201 AOG
700 Hangar Ave
JBPHH, Hawaii 96853

Selecting Official: Col Thomas James

Point of Contact: SMSgt Shane Gaines

Comm: 808-672-1235

Who May Apply:

Open to current members of the Hawaii Air National Guard AFSC 3FXXX. Must be able to cross-train to AFSC 3F5X1. Must possess and maintain Secret clearance.

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:

(1) Serves as the Group Orderly Room Manager, functioning as senior advisor to the Group Executive Officer for all orderly room and information management unit support functions. Initiates workday reports and manages orders publications procedures. This includes preparing, tracking, publishing, and distributing civilian and military travel orders, annual training orders, special training orders, and other orders to include special authorizations. Directs and provides administrative training in Air National Guard automated order systems for all Unit Orders Clerks. Reconciles orders publication with the workday accounting program. Maintains orders files for all unit personnel. Advises the Unit Resource Advisor on the status of workday account balances. Provides technical guidance to all personnel on matters pertaining to the various administrative requirements associated with orders production. Incumbent ensures that unit-wide disposition of records (including such records as state and federal activation, travel, promotion, awards and decorations, and Military Personnel Authorization [MPA] orders) is in accordance with USAF and ANG regulations. Manages transmission of record groups to staging facilities and ultimately to permanent storage facilities at the National Personnel Records Center. Establishes overall orders publication procedures and ensures orders clerks receive initial, advanced, and update technical training for all types of orders handled by the organization. Schedules workday report reviews and manages the coordination between orders publications clerks, host base travel and military entitlement offices, the primary resource advisor, and appointed workday control officers to minimize overdue commitments and obligations.

(2) Formulates, develops, and directs the implementation of IM policies and procedures. Recognizes need, initiates action, directs or personally formulates new administrative policies and procedures, and recommends changes designed to improve administrative efforts or services. Analyzes AF, NGB, ANG Instructions, memoranda and directives pertaining to correspondence and mail management, preparation of correspondence and messages, and other administrative services and determines their effect upon the AOG. Develops and establishes procedures to implement these changes. Provides technical guidance to the AOG on matters pertaining to the various elements of the IM function. Conducts research on difficult information management issues within the unit, provides technical and specialized data, background material and references; recommends solutions and courses of action to be followed.

(3) Incumbent is responsible for the accuracy and content of the individual computerized personnel records system for all assigned Air Operations Group personnel. Utilizes the computerized personnel records systems to track individual personnel issues or status and to generate such specialized reports as strength data and Weight and Body Fat Management Program (WBFMP) reports.

Ensures the latest Operations Tempo (OPSTEMPO) guidance is updated and accurately used through the automated personnel information systems. Confers with the Wing Military Personnel Flight to research and resolve procedural discrepancies and upgrade specialty knowledge within the IM section.

(4) Plans, organizes, and implements electronic media systems and computer systems throughout the unit. This includes electronic records management, electronic publications distribution on the Local Area Network (LAN), automated maintenance of the base and functional libraries (on computer disks), use and application of computer generated graphics, desktop publication, etc. Works with Base Network Control Center (BNCC) Manager installing/deleting user software. Provides software application assistance for commonly-used office automation and telecommunications applications. Works with supported users in performing Information Risk Management (IRM) concepts such as data base recovery for resident programs, moving files from one media to another, configuring user software, modifying software configuration, and performance of basic configuration management functions. Ensures all electronic communications are identified properly, preserved, maintained, and disposed of in accordance with established directives. Assures Privacy Act and Freedom of Information Act records are properly identified and protected. Provides guidance to users on IRM aspects as they perform their system risk analysis. When deployed to the Air Operations Center (AOC), manages base/unit and contingency systems help desk functions.

(5) Manages training plans for IM personnel assigned throughout the organization. Develops and implements training for IM systems and such unit IRM and core software as E-Mail, word processing, spreadsheet, database, graphics, and internet/intranet. This includes managing the scheduling and coordination of training classes to include the development of lesson plans on IM training. Develops and implements Client Services Administrator (CSA) training for the assigned IM specialists. Creates master task listings and war skills training for information management. As required by the general training requirements of the ANG and the specialized requirements of the gaining commands, incumbent develops minimum initial qualification training (IQT) standards and Mission Capable (MC) standards for organizational Information Management Specialists.

(6) Serves as unit web master. Utilizing counsel and guidance from the Public Affairs, Legal Office, and Communications-Computer offices, incumbent plans, implements, maintains, and establishes local policy on the base/group external and internal World Wide Web Telecommunications Home Pages. In appropriate coordination with other offices, incumbent manages the Unit World Wide Web Home Pages to ensure compliance with established format, Privacy Act, and Freedom of Information Act.

(7) Manages transfer of information internal and external to the base/group to include manual and electronic telecommunications. Implements policy and monitors usage of mail systems at servicing units. This includes training and validating users for official mail to include the Base Information Transfer System (BITS), US Mail, Defense Messaging System (DMS), and E-Mail. Defines and trains users of archiving, suspending, and disposition requirements as they pertain to the appropriate medium. Trains and assists new and advanced users in the electronic mail system. Adds, deletes, and modifies users in the electronic mail. Performs email postmaster duties in coordination with the BNCC.

(8) Performs other duties as assigned.



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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: <https://www.ngbpdcc.ngb.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>

*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE 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 virtual MPF
3. Most recent copy of current passing fitness assessment
4. Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2502, Paragraph 11.1.2.4.1.1.2. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position.
5. SF 50 for technicians.
6. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, RESUME, Letter of Recommendations.

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Applications are required to emailed to: ng.hi.hiarng.mbx.ngbi-hro-agr1@mail.mil

Applications must submit through AMRDEC or 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 or Commander approval.
- 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.