

HAWAII AIR NATIONAL GUARD

** ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT**

Application Opening Date:

05 MAR 20

Application Closing Date:

19 MAR 20

Position Number:

FY 20-065

Duty Position:

154 CS COMMANDER

Grade Min. / Max.:

O5 / O5

Duty AFSC:

C17D3Y

***FY 2020 REALIGNMENT ***

ONE TIME OCCASIONAL 3 YEAR AGR TOUR

Duty Location:

360 Mamala Bay Drive, Bldg 3385
Joint Base Pearl Harbor-Hickam, HI 96853

Selecting Official: Col Robin L. Tibaduiza

Point of Contact: SMSgt Shane Gaines

Comm: 808-672-1235

Who May Apply:

AOC 1: Open to on-board permanent technicians within the 154 CS, Hawaii Air National Guard with the primary AFSC C17D3Y.

AOC 2: Open to on-board indefinite technicians within the 154 CS, Hawaii Air National Guard with the primary AFSC C17D3Y.

AOC 3: Open to on-board permanent and indefinite technicians within the Hawaii Air National Guard with the primary AFSC C17D3Y.

AOC 4: Open to military member within the Hawaii Air National Guard with the primary AFSC C17D3Y.

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. Manages, plans, organizes, controls, and directs the communications activities for the Wing and Base to ensure mission accomplishment and optimum use of resources. Sets policy, directs and monitors support and related programs including planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities. Establishes, advises, and consults on production and quality requirements, mission objectives, equipment requirements and other logistics needs, to ensure requirements satisfy the respective mission sets and obligations. Plans and institutes communications fiscal policies to implement federal law, higher level directives, and to provide optimum support to subordinate organizations. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, in order to ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of all information technology services. Responsible for unit level oversight of programs used to monitor and eliminate fraud, waste, abuse and mismanagement. Supports audit programs within the Communications unit. Serves as a functional area technical expert to the Financial Management Board (FMB). Responsible for the development, management, and execution of financial management plans as they relate to communications systems. Analyzes, evaluates, validates, and recommends approval and disapproval of requested or proposed system requirements and develops documentation used in the processing and validation of such requirements.

2. Coordinates communications activities and projects with other concerned agencies and organizations. Determines goals and objectives for the organization. Exercises supervisory responsibility and authority including granting leave, appraising performance, establishing performance standards, recommending promotions, and initiating disciplinary actions as needed. Gives advice, counsel, and instructions to supervisors and subordinate incumbents on both general policy and administrative matters. Provides guidance and direction to unit members through a variety of methods in support of several functions, to include maintenance, logistics plans, supply, multimedia, quality control, production control, ground radio, telecommunications, software applications, technical services, networks, computer programs, and computer systems operations. Consults with subordinate supervisors and training specialists on training needs. Develops strategies for the hiring, training, and professional development of Wing communications personnel. Makes decisions on work problems presented by subordinate supervisors. Evaluates subordinate supervisors and reviews evaluations made by subordinate supervisors on other incumbents. Recommends selections for subordinate positions. Hears and resolves grievances and serious incumbent complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving subordinates incumbents and determines required action. Supports equal employment opportunity and labor-management relations programs. Ensures efficient position management is practiced and that position descriptions of subordinates are accurate.

3. Coordinates with support organizations to assure an integrated approach to solution of problems. Assesses the impact of changes in the local area network and coordinates with operations to ensure these changes do not exceed maintenance or unit capabilities. Ensures unit Quality Assurance and Standardization and Evaluation programs are effectively managed. Develops new procedures to solve unprecedented technical problems.

4. Ensures formulation of comprehensive training plans for each function and specialty within the C4 and logistics activity. Develops CONUS and overseas deployment plans to meet unit's mission goals, inspection schedules, and deployment requirements. Identifies the need for facility and equipment modernization, improvements and replacements. Coordinates planning activities and resources with other units and higher headquarters. Manages the development of unit training goals and long range training plans. Assures that training sustains work force qualifications and capabilities. Oversees the unit mobility program. Provides guidance to the Communications Plans and Resources function regarding oversight of the unit's agreements program. Maintains a high level of operational readiness of personnel and equipment assigned to the Communications unit for both wartime and peacetime missions. Ensures drill status guardsmen (DSG), AGRs, and civilians are properly trained and able to perform the communications activities.

5. Monitors and controls the daily expenditure for material and manpower resources in accomplishment of peacetime and wartime mission goals. Identifies resource shortages or projected shortages.

6. Develops an IT acquisition process, which satisfies the provisions of the Information Technology Management Reform Act (ITMRA) while incorporating the Air Force Corporate Process and the DOD Acquisition structure. Develops coordinated policy and procedures to utilize architectural guidance and architecture management concepts which support the Wing strategic planning, programming, budgeting, system acquisition, and system operation and maintenance processes. Identifies and highlights funding and other additional requirements to NGB to ensure programs and projects are programmed in the applicable funding cycles.

7. Ensures all support agreements and Memorandums of Understanding (MOUs), are appropriately coordinated and approved. Service Level Agreements with enterprise domain entities will be reviewed for local customer impact. Ensures quality of service issues are clearly identified, prioritized and resolutions pursued for effective mission accomplishment.

8. Works under the broad and general direction of the Administrative Officer (Support Officer). Exercises full authority and statutory responsibility for management of assigned program areas. Uses independent judgment with wide latitude in developing, consulting, coordinating, and executing programs to achieve compliance with legal and regulatory requirements and organizational goals and objectives. The Commander is available for consultation and coordination on matters of major significance. Independently plans and programs work. Results are reviewed for accomplishment of mission and program objectives.

9. Prepares and maintains files and publications in accordance with current directives to include both paper and electronic media.

10. Coordinates with higher headquarters (HHQ) elements, Program Management Offices, Specific System/Hardware Support Elements, original equipment manufacturer (OEM) vendors and vendor contracted support facilities for issue resolution. Research includes using various means and media to obtain needed information to accomplish the task. May require the use of various stand alone (e.g., paper based, CD, DVD, etc.) or on-line (network or web based) methodologies to obtain needed information.

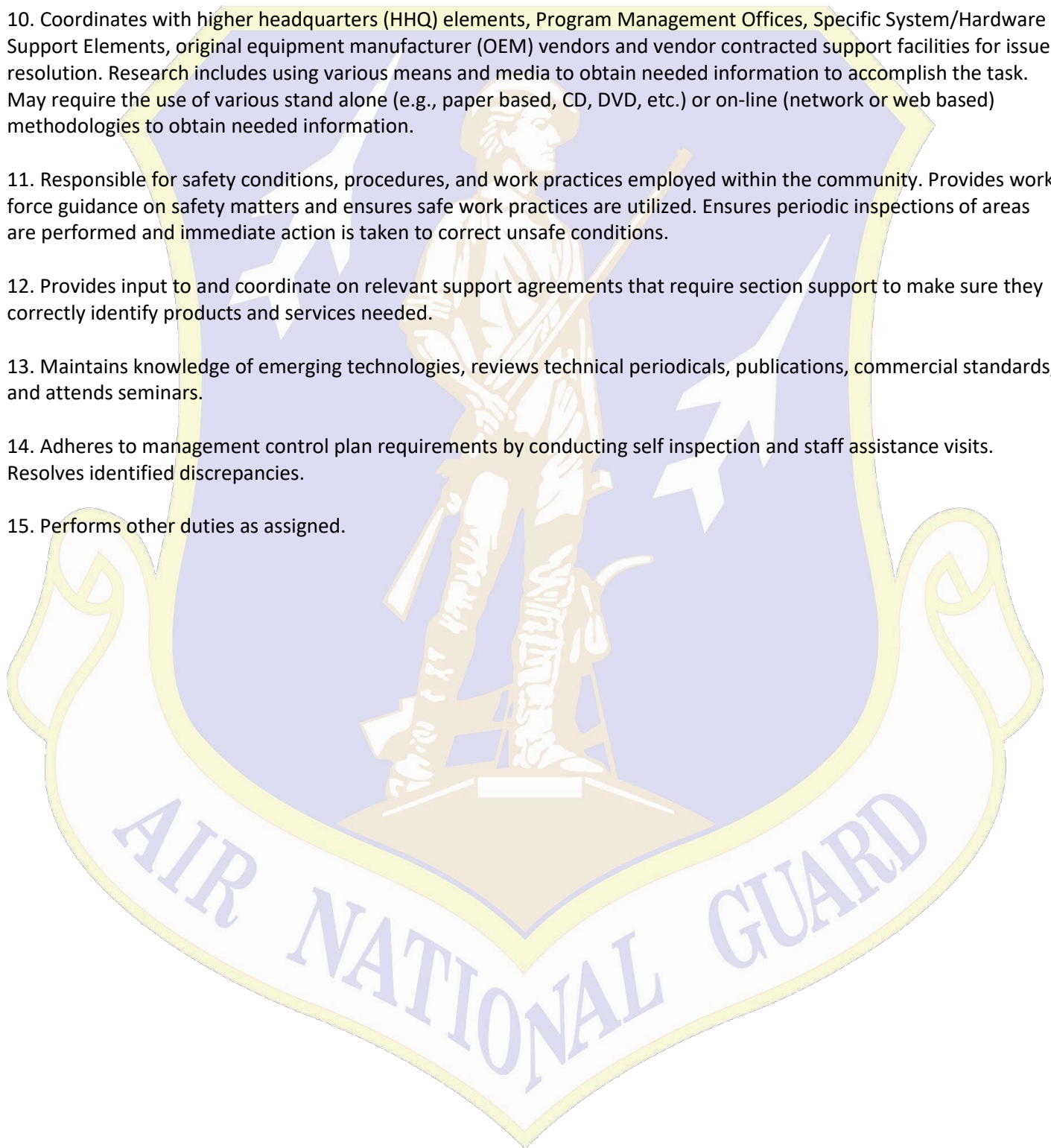
11. Responsible for safety conditions, procedures, and work practices employed within the community. Provides work force guidance on safety matters and ensures safe work practices are utilized. Ensures periodic inspections of areas are performed and immediate action is taken to correct unsafe conditions.

12. Provides input to and coordinate on relevant support agreements that require section support to make sure they correctly identify products and services needed.

13. Maintains knowledge of emerging technologies, reviews technical periodicals, publications, commercial standards, and attends seminars.

14. Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies.

15. 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.
 - a. ***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM 34-1:**
<https://www.ngbpdc.ngb.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
 - b. *ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB
 - c. 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.
 - d. **** Application must be signed ****
2. Current & complete Report on Individual Personnel (RIP) printout from virtualMPF
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. If member is not career status, member must provide a letter from their Wing/GSU commander authorizing them to bring their resource
7. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, RESUME, Letter of Recommendations.
8. Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with the application stating you are willing to be voluntarily demoted without prejudice if selected, IAW AFI 36-2502, Paragraph 11.1.2.4.1.1.1.
 - a. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position

****ALL APPLICATIONS MUST BE SENT AS ONE PDF FILE****

NOTE: There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO.

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. There is a known issue to sending encrypted messages to this inbox please send an email requesting encryption and you will receive a response you will then be able to send encrypted messages to the email.

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.