

HAWAII AIR NATIONAL GUARD

**** ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT****

Application Opening Date:
21 MAY 20

Application Closing Date:
22 JUN 20

Position Number
FY 20-086

Duty Position:
Administration

Grade Min. / Max.:
E-4 (SrA)- E-6 (TSgt)

Duty AFSC:
3FXX

ONE TIME OCCASIONAL TOUR NTE 31 MARCH 2023

Duty Location:
HQ HIANG, Det 1 (293 SPCS)
1115 Nohili Road
Pacific Missile Range Facility, Kekaha, HI 96752

Selecting Official: Lt Col Chad Briggs

Point of Contact: SMSgt Shane Gaines

Comm: 808-672-1235

Who May Apply:

- 1st AOC: Nationwide. All individuals eligible to become members of the Hawaii ANG.
- Must be eligible to obtain a TS//SCI clearance. Continued employment dependent on maintaining TS//SCI eligibility.
 - Prefer 3F5. If you do not hold 3F5 you will need to cross train to 3F5.
 - PCS is authorized.

Qualifications, Duties and Responsibilities:

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

- This is a new unit, you are responsible for establishing Squadron processes and procedures and ensuring program compliance with all applicable laws, policies, and HHQ guidance.
- Perform activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format.
- Manages organizational personnel and manpower programs, such as personnel rosters,

evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

- Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

- As the Unit Training Manager you will administer E&T programs and serve as the E&T program manager. Organize E&T programs to achieve educational goals and mission requirements. Prepare directives to manage and control E&T programs. Implement policies and coordinates changes. Maintain E&T data, and provides statistical reports on programs and operations.

- Monitor progress, identifies problem areas, determine causes, recommend corrective action, and provide counsel. Organize and controls facilities, supplies, and equipment to support E&T needs. Forecast E&T requirements, determine validity, and assesses cost. Participate in utilization and training workshops, training planning teams, and training planning groups.

- Provides additional personnel support, as required

- The following are mandatory:

- Shall maintain TS/SCI eligibility

- Shall maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

- Shall maintain eligibility to access personnel data systems.



AIR NATIONAL GUARD

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.ngbpdn.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 QUESTIONNAIRE 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 virtual MPF
3. Most recent copy of current passing fitness assessment
4. SF 50 for technicians.
5. If member is not career status, member must provide a letter from their Wing/GSU commander authorizing them to bring their resource if the position is advertise Dual with a Technician resource.
6. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, RESUME, Letter of Recommendations.
7. 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.hiarnng.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.