

HAWAII AIR NATIONAL GUARD

** ACTIVE GUARD RESERVE (AGR) FULL TIME JOB ANNOUNCEMENT**

Application Opening Date:

10 Aug 20

Application Closing Date:

10 Sept 20

Position Number

FY 20-108

Duty Position:

Director of Staff

Grade Min. / Max.:

O6

Duty AFSC:

97E

Top Secret Clearance or able to attain

Duty Location:

3949 Diamond Head Road, Bldg 306
Honolulu, HI 96816

Selecting Official: Brig Gen Joseph R II Harris

Point of Contact: SMSgt Shane Gaines

Comm: 808-672-1235

Who May Apply:

Open to military members within the Hawaii Air National Guard. Member must be an O6 with Group/CC/CD, Wing/CV, or HIANG staff experience.

Qualifications, Duties and Responsibilities:

-- Serves as the principal full-time representative and spokesperson of the Air National Guard (ANG) senior leadership on the Adjutant General's (TAG) joint Army/Air National Guard state headquarters staff. Also serves as the senior ANG manager of the major statewide programs conducted under the direction of TAG and for the National Guard Bureau (NGB). Acts in the absence of or for TAG or Assistant Adjutant General in all ANG matters.

-- Advises on complex and sensitive issues in the areas of logistics, C4, manpower and personnel, strength management and other support functions related to mission operations. Monitors the effectiveness of programs through inspection, observation, report review or analysis. Develops and recommends policy that is consistent with the guidance of TAG. Resolves difficult and sensitive mission oriented problems identified through audits, inspections, complaints or investigations. Translates policies of TAG into written policy statements assuring that affected officials are fully acquainted with the same. Follows up on those matters requiring action and ensures timely completion. Authorizes and signs policy, procedures and correspondence on behalf of TAG or his designated representative.

-- Formulates and develops long-range plans and programs and short-term strategic plans. Serves as the state executive responsible for the development of state long-range plans that correlate with United States Air Force (USAF) and ANG integrated planning processes. Responsibilities include team approaches to planning using a wide range of resources and

people from varied weapon systems and disciplines within the ANG. Developed plans serve as the long-range guide for TAG, Assistant Adjutant General and civilian officials in determining future needs and requirements for the State ANG. Serves on national committees and advisory groups for long-range planning, special initiative studies and integrated planning.

-- Applies thorough and extensive knowledge of USAF/ANG organizational structures, missions, and objectives in the management of ANG mission programs. Supervises state headquarters full-time staff. Ensures operational units are provided with adequate guidance, manpower, resources and facilities to support both federal (wartime) and state (domestic) missions. Develops state programs and initiatives necessary for implementation of ANG unit reengineering efforts. Formulates analysis to support reengineering and realignment of units to meet ANG Air Expeditionary Force (AEF) requirements as well as innovative missions for the State ANG. Monitors subordinate ANG units to ascertain that their programs and activities are conducted within parameters established by higher headquarters, applicable directives, regulations and public law.

-- Initiates contacts and maintains liaison with public officials, civic groups, other reserve component activities, unit advisors and staff representatives. Develops and prepares analysis and recommendations requested by legislative and other public officials. Responds to congressional, state legislative or other public officials' requests for information or constituent inquiries. Coordinates news releases and other media events on items of interest to the ANG members and the community. Serves as the ANG coordinator for the State Partnership Program and maintains liaison with military officials and representatives of the respective partnership nation. Develops initiatives and programs to resolve difficult and complex problems with respect to public and community relations. Maintains liaison with high level and senior officials in the private and public sector to foster a civilian employment environment that supports the ANG mission.

-- Develops and institutes force management plans and programs that insure the units meet future federal and state readiness and mission needs. Responsibilities include determining state recruitment and retention goals to meet mission requirements. Formulates recruiting and retention policies and procedures based on USAF/ANG/Unit needs and demographic analysis. Develops and implements the recruitment programs for pilots, navigators, and officers including the acquisition of military school allocations. Directs the efforts of the State Recruiting and Retention Superintendent and Military Personnel Management Officer (MPMO) to ensure recruiting and retention funds are properly expended to meet strength management requirements. Conducts federal recognition boards and other special boards (selective retention, promotion and/or unsatisfactory participation). Utilizes senior level expertise to serve on national and inter-state boards, committees and advisory groups.

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

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. *ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB.
 - b. 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.
 - c. **** Application must be signed ****
2. Current & complete Report on Individual Personnel (RIP) (Record Review/Update) printout from virtual MPF.
3. Most recent copy of current passing fitness assessment.
4. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, RESUME, Letter of Recommendations.

**** 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.nghi-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 received the Commander's approval provided they are medically cleared for duty.
- 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 - - 30 years commissioned service date for officers or age 60. Waiver authority of this requirement is The Adjutant General (TAG). 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 due to adverse action from Active Duty or a previous Reserve Component AGR tour.

