

HAWAII AIR NATIONAL GUARD

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

**Application Opening Date:**

12 Sep 20

**Application Closing Date:**

12 Oct 20

**Position Number**

FY 20-117

**Duty Position:**

Facility Manager

**Grade Min. / Max.:**

E5 (SSGT)- E7 (MSGT)

**Duty AFSC**

2A6XX, 3E0XX, 3E1XX

**\*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:**

- Must be able to qualify for 2A6XX, 3E0XX, 3E1XX
- Prefer prior facility manager experience
- Prefer current TS/SCI according to AFI 31-501. If not current, must be able to obtain a TS/SCI. Continued employment dependent on maintaining TS/SCI eligibility.
- If you do not have an adjudicated TS/SCI, contact HRO for a pre-screen questionnaire to submit with your package.
- Maintain worldwide deployability

**Qualifications, Duties and Responsibilities:**

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

AIR NATIONAL GUARD

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.

This position is primarily the Facility Manager but also is assigned to a deployable UTC. You will ensure other 2AXX personnel are trained and ready to deploy in support of primary mission. You must maintain worldwide deployability.

You will be the primary interface during stand up with PMRF Civil Engineering, 154 CE, Environmental Analysis Contractor, and construction contractor during construction. You will need to ensure relationships with all parties are maintained and in good standing. After construction is complete, you will continue to coordinate with local agencies to ensure continued operations at the facility.

- Prepare monthly reports that describe status of each facility project and notify leadership of any change to schedule. Additionally, provide areas of risk and proposed mitigation in coordination with other sections as required.
- Coordinate with necessary functions within the squadron and externally during facility construction to ensure contractor captures requirements.

#### Facility Manager Duties:

- In cooperation with all occupants of the building, are responsible for the care, management, and protection of assigned real property and are required to safeguard the property from damage or loss.
  - Maintain fire-safe conditions inside and outside the facility. All facility managers are required to have a working knowledge of local Fire Prevention and Protection requirements.
  - In coordination with the SSO establish rules for opening and closing the building during normal duty hours and ensure all occupants comply with the rules. These rules, including after-hours admittance and security measures, will be posted inside the building by the facility manager.
  - Serve as the central point of contact for building occupants requesting Civil Engineer services.
  - Maintenance of area surrounding their assigned buildings as specified in local guidance.
  - Establish a key control program and procedures for the security of all basic and master keys that service the facility.
  - Ensure service requests are submitted either verbally or written in accordance with AFI 32-1001, Operations Management. Requests for minor construction and planned work must be approved using an AF Form 332.
  - Ensure proper surveillance and customer complaint procedures are adhered to in accordance with the requirements in the contracts for refuse collection, grounds maintenance, and custodial services.
  - Maintain an electronic facility file folder for a chronological history of the building. This file will be kept current at all times. When there is a change in facility managers, the departing facility manager will turn this file over to the new facility manager and explain the use, importance, and procedures for keeping the file current. See details for what should be in the facility folder within the local Facility Management Program Handbook.
- You are also assigned to a deployable UTC and will fill a 2A6. Attending school is an option if you do not have the AFSC. While deployed you will ensure all power, HVAC and other critical systems at the deployed facility are maintained.

You will mentor and ensure all other 2A6 personnel are trained with a thorough OJT program.

Additional Duties: 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. \*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 \*\***  
Link to 34-1: <https://dod.hawaii.gov/hro/files/2020/08/ngbf34-11.pdf>
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. 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 only. DSG do not need to prove one.
6. Last 3 EPRs
7. SF86 Pre-screen questionnaire if you do not have a current or ongoing investigation for a Top Secret Clearance. Contact HIANG HRO for the form.
8. You may submit Letter of Recommendations but are NOT REQUIRED.

**\*\* 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.hiang.mbx.nghi-hro-agr1@mail.mil](mailto:ng.hi.hiang.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 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 (O6 is 30 years); 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 due to adverse action from Active Duty or a previous Reserve Component AGR tour.

