

**HAWAII AIR NATIONAL GUARD**

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

**Application Opening Date:**

**04 OCT 20**

**Application Closing Date:**

**19 OCT 20**

**Position Number**

**FY 20-005**

**Duty Position:**

**Superintendent  
Inspector General**

**Grade Min. / Max.:**

**E6 (TSGT)- E8 (SMSGT)**

**Duty AFSC:**

**81000**

**Duty Location:**

HQ 154TH WING/IG  
360 MAMALA BAY DRIVE  
JBPHH, HI 96853

**Selecting Official:** LtCol Richard P. Williams

**Point of Contact:** SMSgt Shane Gaines

**Comm:** 808-672-1235

**Who May Apply:**

**Qualified and trained personnel within the HIANG with SDI 81X00. Must have minimum one year experience in SDI 81X00.**

**Qualifications, Duties and Responsibilities:**

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

**Duties and Responsibilities:**

Senior Enlisted Leader/Advisor to the Inspector General. Plans, conducts, and monitors IG activities. Advises on management of FOA/DRU, Wing, MAJCOM, and Headquarters Air Force

Office of the Inspector General, assist IG on overall operation, administration, and management of inspections, Complaints Resolution, FWA Program, and CCIP. Organizes IG activities. Develops, establishes, and controls methods and procedures to implement IG policies and programs.

Provides oversight and policy guidance concerning IG program, plans, requirements, management, education and awareness initiatives. Provides IG inspection support. Maintains liaison with the Wing IG, wing inspection team members, MAJCOM/IG and SAF/IG as appropriate to receive, process, refer, and manage inspection information, resources, assets, and activities to support operation and management of the Air Force's Inspection and Complaints Resolution and FWA Programs. Serves as liaison within the functional community as well as with Gatekeepers as required.

**Additional Requirements:**

- Knowledge of Air Force readiness and compliance objectives, enlisted leadership and management concepts and their relationship to mission accomplishment is mandatory.
- Completion of the Air Force Basic Inspector Course taught by the Air Force Inspection Agency (AFIA) or the Inspector General Training Course is mandatory.
- Demonstrated ability to prepare written reports.
- No Unfavorable Information File or open IG investigations.

**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. 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](mailto: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 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.