

HAWAII AIR NATIONAL GUARD

**** ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT ****

JVA FY 21-006 (AIR)

Application Opening Date:

1 NOV 2020

Application Closing Date:

15 NOV 2020

Pos Number

00703353

Duty Title:

NCOIC, HQ HIANG CSS

Grade Min. / Max.:

E5 (SSgt) - E6 (TSgt)

Duty AFSC:

3D071 or 3F571

Duty Location:

Headquarters Hawaii Air National Guard
3949 Diamond Head Road, Bldg 306
Honolulu, HI 96816

Selecting Official: MSgt Melissa Mehm

Point of Contact: CMSgt Richard Costa

Comm: 808-672-1235

Who May Apply:

1st AOC: On-board AGR's with a PAFSC of 3D071 or 3F571

2nd AOC: On-board HIANG members with a PAFSC of 3D071 or 3F571

Must have a secret clearance.

Qualifications, Duties and Responsibilities:

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

Manages personnel, unit training and administrative program management as well as continuous improvement initiatives within the CSS for a 50 personnel Air Staff. Oversees HQ HIANG programs to facilitate the Air Staff and Director of Personnel's vision/intent. Keeps abreast of and briefs the Air Staff regarding assigned program status; actual or potential problems and changes which could possibly affect the operation of the Air Staff. Recommends redirection of assets if necessary to achieve improved overall mission effectiveness. Responsible for the development of internal policies and procedures governing administration of CSS programs to include air staff officer/enlisted promotions and demotions to include inbound assignments/in-processing, officer/enlisted performance reports, awards and decorations, reassignments (voluntary/involuntary), separations (voluntary/involuntary/officer resignations), retirements to include mandatory separation date extensions for officer and enlisted personnel, Defense Travel System (DTS), Unit Drug Demand Reductions Program, Fit to Fight Program, Unit Security Program, Unit Self Inspection Program, Unit Health Program, and Publications, and Forms Program utilizing AFRIMS and all By-Law Programs. Cross-Utilization trained on various Personnel Programs in support of the A1 staff. Travel required to support HIANG/CC Commanders Conference and occasional TDY's required for duty currency/proficiency.

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 QUESTIONNAIRE 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. 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. 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 the Commander's 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.