

HAWAII AIR NATIONAL GUARD

** ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT **

JVA Number:

FY 21-041

Application OPEN Date:

16 DEC 2020

Application CLOSE Date

18 JAN 2021

Duty Position:

State Production
Superintendent

Grade Min. / Max.:

Promotable E7 (MSGT) - E8 (SMSGT)

Duty AFSC:

8R300

Duty Location:

HIANG-JFHQ
3949 Diamond Head Rd,
Honolulu, HI 96816

Selecting Official: Col Kristof Sills

Point of Contact: SMSgt Shane Gaines

Comm: 808-672-1235

Who May Apply:

NATION WIDE - This announcement is open to all current members of the Hawaii Air National Guard And those eligible for membership in the Hawaii Air National Guard With 8R200 AFSC. Applicants must have 24 months minimum time as 8R200 - ANG Recruiting Flight Chief or Retention Office Manager - and 18 months ANG members in any state.

Qualifications, Duties and Responsibilities:

Classification Directory AFCD & AFOCD - (accessed from a .mil computer) SPECIALTY SUMMARY: Principal administrator in the state for ANG programs associated with the recruitment and retention of military members. Provide oversight, development and implementation of plans, policies and procedures. Ensure effective operation of state recruiting and retention programs as outlined in applicable AFIs and higher headquarter publications and directives. Communicate recruiting and retention goals at all levels throughout the military structure. This position is assigned to the State Headquarters. Military and full-time supervision is provided by the State Director of Staff.

DUTIES AND RESPONSIBILITIES:

1. Advise command staff for the state on all recruiting and retention issues, providing periodic updates regarding the status of all programs and offering recommendations concerning recruiting and retention related force management concerns.
2. Ensure all recruiting and retention personnel are trained In Accordance With (IAW) applicable directives, instructions and procedural guidance.
3. Ensure all recruiting and retention personnel maintain sales training proficiency requirements.
4. Serve as the Resource Advisor (RA) for all recruiting and retention funds distributed to the state from NGB/A1Y in accordance with applicable procedural guidance.
5. Maintain Staff Assistance Visit (SAV) Program within assigned wings/state.
6. Ensure all Center-of-Influence (COI) events are coordinated through the appropriate levels and designed to achieve the optimal recruiting exposure.
7. Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in all Inter-service Recruiting Council (IRC) meetings, as needed.
8. Develop and administer the State, Regional and National Recruiting and Retention Awards Program.
9. Analyze recruiter/retainer productivity, gain and loss trends determining whether current efforts are satisfactorily supporting attainment of goals specified in the State Recruiting and Retention Plan to ensure mission success.
10. Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program.
11. Ensure all required reports and requests for data are timely and accurate.
12. Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention plan.
13. Responsible for managerial oversight of the State's Recruiting and Retention Programs.
14. Ensure Air Force Recruiting Information Support System (AFRISS) are utilized to fullest capability by all recruiting and retention personnel.
15. Evaluate all waivers from state recruiting and retention personnel and forward to the appropriate waiver authority.
16. Ensure a Health Professions/Medical Recruiter is designated for each wing and conduct a health team workshop, as needed or required.
17. Perform other duties as required by governing regulations/instructions.

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: shane.gaines@us.af.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.

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.