

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANY ANNOUNCEMENT

**JVA Number:**  
FY 21-103

**Application OPEN Date:**  
21 JUN 21

**Application CLOSE Date**  
20 AUG 21

**Duty Position:**  
Commander

**Grade Min. / Max.:**  
O-5 / Lt Col

**Duty AFSC:**  
C65F3

**Position Number:**  
009502040R

**Duty Location:**

154 CPTF  
360 Mamala Bay Dr, Bldg 3417  
JBPH-H, HI 96853

**Selecting Official:** Brig Gen Dann Carlson

**Point of Contact:** MSgt Tristtany Ko

**Comm:** 808-672-1235

**Who May Apply:**

**1st Area of Consideration:** Open to military members within the Hawaii Air National Guard with the duty AFSC 65F3 or military members within the Hawaii Army National Guard who are qualified within the Financial Management Career Field.

**2nd Area of Consideration:** Open to military members eligible to become members of the Hawaii Air National Guard with the duty AFSC 65F3 or who are qualified within the Financial Management Career Field.

**3rd Area of Consideration:** Open to military members within the Hawaii National Guard. Must meet the basic AFSC entry requirements IAW AFM 36-2105 (Officer).

**4th Area of Consideration:** Open to military members eligible to become members of the Hawaii Air National Guard. Must meet the basic AFSC entry requirements IAW AFM 36-2105 (Officer).

**Qualifications, Duties and Responsibilities:**

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

1. Assistant USPFO-Fiscal
2. Comptroller, 154th Wing
3. Commander, 154th Comptroller Flight
4. Directs the financial management policy in support of the Air National Guard installation to include dissimilar geographically separated units.
5. Serves as the principal financial advisor and technical expert to the Wing Commander, Senior Management Staff, GSU Commanders, and the Financial Management Board.

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6. Functions as the Assistant United States Property and Fiscal Officer for Air(Fiscal) under ANGI 36-2, the accounting station's Certification Officer under the provisions of the Certification Officers Act of 1996, and as an agent of the US Treasury for all ANG federal disbursements and the associated pecuniary liabilities thereof.
7. Directs and monitors the development, compilation, review, and submission of the annual financial plan, and conversion financial plans on an as-required basis. Provides reliable fiscal and managerial data or information for short-term and long-range plans by analysis of mission requirements, rates of expenditure, programmatic and unforeseen changes, and funded or unfunded requirements.
8. Provides leadership to senior-level committees and task groups. Initiates briefs and documents for the Financial Management Board, and supervises the annual distribution of financial resources, submission of budget execution reviews, financial plan submissions, and end-of-year closeout as required under the Resource Management System (RMS).
9. Represents and speaks on behalf of the Wing Commander and USPFO with regard to ANG Financial Management issues with representatives of the National Guard Bureau, the Adjutant General's Department, other military components, state/local governments, businesses and other public/private groups, or organizations and persons having an interest in the financial programs of the Wing.
10. Interprets, implements, and administers laws, procedures, regulations, and directives pertaining to various Air National Guard stand-alone, networked, or web-based financial systems, including Budget, Accounting, and Entitlement Disbursing. As the Assistant United States Property and Fiscal Officer for Air (Fiscal), establishes and implements policies as the National Guard Bureau's focal point for financial audits and Internal Management Control Reviews requiring compliance at every command level within the organization.
11. Serves as an agent of the US Treasury in the receipt, safeguarding, accountability, and disbursement of vendor payments, travel reimbursements, and pay entitlements in accordance with a wide variety of laws and precedents, including the Code of Federal Regulations, Comptroller General Decisions, DoD instructions, Air Force Instructions and Manuals, and Air National Guard Instructions, Manuals, and Guidance. Manages the issuance of cash, checks, electronic funds transfers (EFT), and the disposition of supporting documents in payment of valid obligations of the U.S. Government.
12. Serves as the focal point for NGB on all Workday Program matters.
13. Responsible for the administration of the Government Travel Card Program at the installation and dissimilar geographically separated units.
14. Responsible for the overall management and control of the Quality Assurance Program (QAP) within the Financial Management office

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**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 (AFFMS Printout)
4. SF 50 for technicians only. DSG do not need to provide one.
5. Additional documents are Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, Resume, Letter of Recommendation

**For application submission, all documents are required to be submitted in one PDF Filed**

**Please Title Application attachment using Format below:**

**JVA YY-XXX – RANK \_LASTNAME\_ FIRST NAME**

**Example: JVA 21-001 – SSGT SCOTT, MICHAEL**

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, consolidate all attachments into one PDF, before signing the NGB Form 34-1. Always verify the signature is present before you sent to HRO.

### **Application submission process:**

**Submit Application to:**

**HQHIANG.HROAGRBranch@us.af.mil**

**Inquiries Call: (808) 672-1235**

***Applications must be submitted through a DOD government computer or AMRDEC.  
Any applications received after 2400hrs of JVA closeout date are returned without action.***

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### 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 Periodic 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.