

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT

JVA Number:
FY 21-104

Application OPEN Date:
17 JUN 21

Application CLOSE Date:
11 AUG 21

Duty Position:
Command Support Staff
Administration

Grade Min. / Max.:
E5/SSgt (Promotable)- E7/MSGT

Duty AFSC:
3F571

Position Number:
0102746734

Duty Location:

292 CBCS
75 Kuleana St
Kahului, HI 96732-2330

Selecting Official: Lt Col Todd Curtright

Point of Contact: MSgt Tristtany Ko

Comm: 808-672-1235

Who May Apply:

1st Area of Consideration: Open to E5/ SSgt (promotable to E6/TSgt) through E7/ MSgt within the Hawaii Air National Guard that has a duty AFSC 3F551/3F571 or with a duty AFSC 3F051/3F071 with an ASVAB score of 55 in Admin to obtain 3F5X1 AFSC.

2nd Area of Consideration: Open to E5/ SSgt (promotable) through E7/ MSgt within the Hawaii Air National Guard. Must have an ASVAB score of 55 in Admin to obtain 3F5X1 AFSC. Experience in CSS and administrative duties and associated CSS applications preferred.

Qualifications, Duties and Responsibilities:

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

1. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Coordinates personnel actions between unit of assignment and military personnel organizations. Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.
2. Knowledge of office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities. Experience performing administrative functions and working with administrative applications and databases.
3. Additional duties as directed

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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.
2. c. **** Application must be signed ****
Link to 34-1: <https://dod.hawaii.gov/hro/files/2020/08/ngbf34-11.pdf>
3. Current & complete Report on Individual Personnel (RIP) (Record Review/Update) printout from virtual MPF
4. Most recent copy of current passing fitness assessment (AFFMS Printout)
5. 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.
6. SF 50 for technicians only. DSG do not need to prove one.
7. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, Resume, Letter of Recommendations.

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.

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Submit Application to:

HQHIANG.HROAGRBranch@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.

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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 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.
- If you were previously separated due to adverse action from Active Duty or a previous Reserve Component AGR tour.