

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE FULL TIME JOB ANNOUNCEMENT

**JVA Number:**  
FY 21-110

**Tour Length**  
Three Year  
Initial Tour

**Application OPEN Date:**  
09 JUL 21

**Application CLOSE Date**  
11 AUG 21

**Duty Position:**  
Commander

**Grade Min. / Max.:**  
O4/Maj (Promotable) – O5/Lt Col

**Duty AFSC:**  
C17D3Y

**Position Number:**  
01027558634

**Duty Location:**

291<sup>st</sup> Combat Communications Squadron  
1300 Kekuanaoa St  
Hilo, HI 96720

**Selecting Official:** Colonel Regina Komine

**Point of Contact:** Lt Col Heather Leite

**Comm:** heather.leite@us.af.mil

**Who May Apply:**

**1<sup>st</sup> Area of Consideration:** Open to O4/Maj (promotable to Lt Col) through O5/Lt Col within the Hawaii Air National Guard with the duty AFSC 17D3Y / 17D4Y. Applicant must have Top Secret Clearance.

**2<sup>nd</sup> Area of Consideration:** Open to O4/Maj (promotable to Lt Col) through O5/Lt Col who are eligible to become members of the Hawaii Air National Guard with the duty AFSC 17D3Y / 17D4Y. Applicant must have Top Secret Clearance

**Qualifications, Duties and Responsibilities:**

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

Oversees an Air National Guard Combat Communications Squadron GSU that provides tactical communications support to deployed military units. Ensures that the squadron meets all wartime combat readiness standards, and provides guidance and direction to the squadron through planning, coordinating, and directing a variety of functions including information management, telecommunications networks, help desks, communication networks (voice and data), plans and programs, local computer program development, computer systems operations, radio and computer maintenance, logistics plans, supply, quality assurance, human resources development and management, and maintenance control. Must have knowledge of military administration, military justice, and personnel management. Through subordinate supervisors, the incumbent directs and supervises staff functions affecting very complex telecommunications systems composed of a wide variety of high cost, sophisticated equipment, and is responsible for all technical support and maintenance activities to include computer and telephone technical support, radio maintenance, secure communications maintenance, and support equipment maintenance. The position is responsible for environmental, safety and physical security programs. Determines unit goals that are the foundation for long and short

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range planning and execution of all unit programs. Provides a focus for all unit functions and activities. Ensures goals are in consonance with higher headquarters direction and local limitations. Considers factors such as current and future mission needs, political climate, environmental concerns, area demographics, radio frequency spectrum, and tactical training location availability. Oversees the accomplishment of the mission training program. Ensures squadron unit type code (UTC) training meets requirements and achieves combat readiness objectives. Makes critical judgments and on-the-spot decisions regarding the safety of personnel deployed to tactical environments. Ensures the availability of mission capable tactical communications-electronics UTCs to meet training and US Air Force contingency requirements. Monitors adequacy of maintenance and repair actions/procedures and components. Assures timely identification of potential system wide telecommunications electronics equipment deficiencies and notification of concerned agencies. Directs the formulation, presentation, justification and execution of an allocated multimillion-dollar budget involving both federal and state funds. Ensures supply inventories are kept at proper levels; stock fund authorization will support unit activity level; and logistics plans meet mobilization/mobility requirements and support war plans. Ensures the propriety, accuracy and timeliness of procurement and payroll activities. Initiates the development and implementation of a variety of federal, state and local programs to ensure mission effectiveness including a hazard abatement program; a fraud, waste and abuse program; a health and fitness program; a public affairs program; and a disaster response actions program. Directs and supervises staff functions affecting very complex telecommunications systems composed of a wide variety of high cost, sophisticated equipment, and is responsible for all technical support and maintenance activities to include computer and telephone technical support, radio maintenance, secure communications maintenance, and support equipment maintenance. Is responsible for environmental, safety and physical security programs. Directs, manages and supervises, directly and through subordinate supervisors, approximately 21 full-time positions; eight of these are GS-11 non-supervisory positions, which grade constitutes the base level of work. Maintains military and full-time strength through recruiting and retention programs. Ensures the Equal Employment Opportunity Program is effective. Implements Federal and state military and civilian merit promotion, position classification, incentive awards, and suggestion programs. Works with union stewards and other union representatives in achieving mutually agreeable results. Establishes channels of communication within the unit to keep personnel informed and to provide feedback. Ensures training for all aspects of assigned tasks, and maintains an effective leadership/career development program. Ensures disciplinary measures are taken when necessary. Maintains liaison with national, state, and local governmental agencies such as law enforcement, disaster relief, airport management and others on matters of operational and environmental safety, protection of resources and other issues of possible unit impact. Coordinates with the National Guard Bureau (NGB), major commands, and other operating agencies to determine if existing operational capabilities are compatible with Air Force joint operational and national agency requirements. Coordinates training requirements and plans for

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the squadron. Discusses appropriate Command and Control issues and ensures that participating units understand organizational relationships and priorities. Maintains a close, functional working relationship with participating units. Negotiates and approves host/tenant agreements, memoranda of understanding, joint use and inter-service agreements, leases, and licenses with military and civil agencies. Ensures proper and adequate security and safeguarding of property, tactical telecommunications-electronics equipment, weapons and ammunition, resources, and people. Develops the Resource Protection Plan that identifies high value/risk assets, evaluates potential threats, and sets levels of protection. Ensures classified documents and equipment are accounted for, controlled, stored and safeguarded. Maintains mission readiness and compliance with directives as validated through the Inspector General and other review agencies. Ensures personnel are trained and exercised in wartime skills. Demonstrates mission capability through a series of extensive Air Force inspections. Ensures required records and documentation of program are maintained. Ensures implementation of a functional station information systems plan to provide for equipment data security, communications, data processing, and computer services. Responsible for the Environmental Protection Program. Ensures all applicable environmental laws and rules are complied with. Coordinates with appropriate agencies for required permits. Coordinates Environmental Compliance Assessment (ECAMP) visits with NGB. In addition, this position acts as the on-island HIANG and at times HING representative interacting with civil authorities and sister service component partners for installation and Defense Support to Civil Authorities.



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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. (Not applicable to DSG personnel)
5. 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.

### **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.

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