

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

JVA Number: FY 22-110 **Tour Length:** Three Year
Initial AGR Tour **Application OPEN Date:** 30 SEP 2022 **Application CLOSE Date:** 15 OCT 2022

Duty Position: Material Management

Grade Min. / Max.: E7/MSGT – E8/ SMSGT **Duty AFSC:** 2S091 **Position Number:** 0113487034

Duty Location:
154th Logistics Readiness Squadron
360 Mamala Bay Drive
JBPH-H, HI 96853-5517

Selecting Official: Major David Overstreet
Point of Contact: CMSgt Edward Tang
Comm: 808-789-0497

Who May Apply:

1st Area of Consideration: Open to military members with the rank of E7/MSgt through E8/SMSgt within the Hawaii Air National Guard with the AFSC 2S071.

2nd Area of Consideration: Nationwide. Open to military members with the rank of E7/MSgt through E8/SMSgt who are eligible to become a member of the Hawaii Air National Guard that has a duty AFSC 2S071.

Qualifications, Duties and Responsibilities:

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

Qualifications:

Duties and Responsibilities:

1. Develops goals and objectives that integrate organizational and Material Management Flight objectives. Plans and develops work assignments, priorities and training required to effectively meet organization and customer needs. Provides subordinate supervisors with direction and advice regarding training, policies, procedures, and guidelines. Establishes metrics and reviews performance indicators to assess the efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements

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for additional resources and balances organization needs with overall mission requirements and resource interests. Reviews the work and management techniques of subordinate supervisors. Directs self-assessment activities of subordinate supervisors/functions.

2. Plans and organizes the work performed in the sections to provide optimum service, efficiency, and productivity. Develops and establishes performance standards and rates the performance of subordinates. Selects or participates in the selection of new employees. Conducts and documents corrective interviews with subordinates. Approves sick and annual leave and establishes leave schedules. Determines training needs of subordinates and ensures training is provided. Prepares, approves, and assigns official job descriptions and performance appraisals. Prepares, justifies, and recommends performance awards. Keeps employees informed of various personnel programs. Advises employees on work and administrative matters. Serves as the technical expert in resolving work related problems, which cannot be resolved by subordinates. Implements, promotes, and effectively supports equal opportunity for all personnel. Follows provisions of local labor agreements and applicable directives on personnel management.

3. Interprets, plans, establishes, and prioritizes work requirements for affected elements and personnel. Provides technical advice and supervises the Material Management Section. Determines effectiveness of support and recommends changes to both maintenance and supply activities. Reviews materiel management changes, determines operational restraints and implements procedures as required. Determines section operational effectiveness by analyzing historical and current data, preparing comparison graphics and utilizes same for purpose of setting goals. Prepares guidance to subordinates in helping to achieve set goals. Regularly converses with the Global Logistics Support Center (GLSC) in resolving logistical problems.

4. Manages the Career Field Education and Training Plan (CFETP) for the Maintenance Support Section. Ensures a Master Training Plan is developed and OJT is planned, developed, and conducted for all personnel assigned to the sections to ensure taskings are met. Oversees, coordinates and implements peacetime and contingency procedures for the accounting, monitoring, storage, reporting and movement of assets critical to maintaining the highest state of readiness. This position directs and supervises the organization, through subordinate supervisors. The position exercises nearly all of the first level supervisory authorities (at least 8 of 10) described under Level 3-2c

5. Performs other duties as assigned to include but not limited to: Government Purchase Card Approving Official, Vehicle Control Officer, and Key and Lock Custodian. Performs other duties as assigned.

6. Factor Discussion:

a. Factor 1- Program Scope and Effect:

(1) The assignment involves direction of subordinates who perform complex clerical and technical flight services/maintenance support of a variety of supply issues. The functions, activities, and services provided have limited geographic coverage.

(2) The section provides support to the assigned ANG base that substantially impacts the operations of numerous, varied activities and function of the assigned location and has significant impact on their ability to meet mission requirements.

b. Factor 2 - Organizational Setting:

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(1) The employee is accountable to the supervisor of the Material Management Flight that is two or more levels below the State Adjutant General in the direct supervisory chain.

c. Factor 3 - Supervisory and Managerial Authority Exercised:

(1) This is a first level supervisor that directly supervises all subordinate positions in the assigned organizational elements. The incumbent performs at least 6 of 10 first level supervisory authorities. These responsibilities are reflected in the first major duty of this position description.

d. Factor 4 - Personal Contacts Subfactor 4A – Nature of Contacts:

(1) Contacts include subordinate personnel, peers who supervise comparable units and other personnel at all other base/remote locations for which services are provided, with counterparts in other states, and converses with the Global Logistics Support Center. These contacts typically informal and occur in person at the work place of those contacted, in routine meetings, or by telephone.

(2) Subfactor 4B – Purpose of Contacts:

(a) Position Description, Page 3 of 7,
https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7l... 11/1/2016

(b) Contacts are for the purpose of ensuring information/support provided is accurate, adequate, and consistent; to plan and coordinate work directed with that of others outside the subordinate organization; and/or resolve differences of opinion among manager, supervisors, employees and others.

e. Factor 5 - Difficulty of Typical Work Directed:

(1) The position is responsible for providing direction and supervision over work at the GS-07 grade level which best characterizes the nature of the basic, mission oriented, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

f. Factor 6 - Other Conditions:

(1) The work supervised or overseen involves complex clerical and technical support work comparable to the GS-07 grade level that requires the coordination and integration of the work of the unit with other units or organizations.

7. Other Significant Facts:

a. The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission

8. Supply manpower requirements.

9. Unit fitness program manager.

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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 FY22-110 and Material Management

- a. NGB Form 34-1 is required to be fully completed upon submission.
- b. For *Section IV – Personal Background Questionnaire* of the NGB FORM 34-1: If you answer "YES" to any questions (with the exception of questions 9 & 17) you must annotate in the remarks section or on a separate sheet explaining in detail your "YES" response.

(1) Link to 34-1: <https://dod.hawaii.gov/hro/files/2022/05/NGB-34-11.pdf>

2. Most current Virtual MPF RIP (Report on Individual Personnel) printout; ensure to select Review/Print all pages of your vMPF RIP

3. Most current fitness assessment (MyFitness) printout

- a. <https://myfss.us.af.mil/USAFCommunity/s/>

5. JVA Application Prescreening Form required – if you DO NOT hold the advertised **Duty AFSC as your **Primary AFSC** or **Current AFSC****

- a. Link to form: <https://dod.hawaii.gov/hro/files/2022/05/JVA-Application-Prescreening-Form-20211110v.pdf>

b. 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. For Federal Technician's please provide SF 50 (not applicable for Drill Status Guardsmen)

7. Additional Documents REQUIRED:

- a. Letter of Recommendation(s) (limited to 3)
- b. Resume
- c. Last three Evaluations (EPR)

8. Additional Documents recommended, but not required:

- a. Last three Appraisals (for Federal Technicians only)

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COVID-19 VACCINATION REQUIREMENT:

As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the agency. The agency will provide additional information regarding what information or documentation will be needed.

Application submission process:

For Application submission, all documents are required to be submitted in one PDF File (Consolidated PDF or PDF Portfolio)

Please Title Application attachment using Format below:

JVA FY-XXX – RANK LAST NAME, 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 or PDF Portfolio. 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.

Applications must be submitted through a DOD government computer

Submit Application to:

HQHIANG.HROAGRBranch@us.af.mil

Inquiries Call: (808) 672-1235

If you do not have access to an Air Force Email Account, please send it thru the DoD SAFE – utilizing the following emails: tristtany.ko.1@us.af.mil

(DoD SAFE link <https://safe.apps.mil/>, accessible on Chrome)

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 or POC.
- 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 DAFMAN 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 with 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. **Should a medical waiver be required, it will be processed to NGB/SGP with TAG Endorsement through HRO.**
- 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