

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

JVA Number: FY 23-032 **Tour Length:** One-Time Three-Year Occasional AGR Tour **Application OPEN Date:** 15 DEC 2022 **Application CLOSE Date:** 09 JAN 2023

Duty Position: State Air Command Chief

Grade Min. / Max.:
E9/ CMSGT

Duty AFSC: 9E000 **Position Number:** 0070334034

Duty Location:
Headquarters Hawaii Air National Guard (HQ HIANG)
3949 Diamond Head Road, Bldg 306
Honolulu, Hawaii 96816

Selecting Official: Brigadier General Joseph R. Harris II
Point of Contact: CMSgt Zandra Fox
Comm: 808-789-0441

Who May Apply:

1st Area of Consideration: Open to all E9/CMSgt within the Hawaii Air National Guard who are eligible to meet AFECD qualifications for 9E000 AFSC. Applicants must have a minimum of three (3) years retainability.

Qualifications, Duties and Responsibilities:

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

Member must have at least 36 months experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the HIANG CCM position or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations. Per Guidance in AFI 36-2109 (5 January 202) Applicants must possess an associate's degree or higher from a nationally or regionally

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accredited academic institution. Applicants must have previously attended the ANG Chief Master Sergeant Orientation Course (ANG CMSOC), applicants must have scored 80 or above on the last two fitness tests, or 90 or above on the most recent fitness test. Test history must show no failure on any portion within the last 12 months. Applicant must be world-wide qualified (both deployment and assignment) and not have a permanent ALC "C3". At a minimum, member must have an active SECRET security clearance and be able to obtain a TOP SECRET security clearance once in the position.

PLEASE NOTE: At the discretion of the HIANG/CC, the 3 year AGR tour may be extended. This position is located in the Air National Guard (ANG) State Headquarters. The incumbent serves as the HIANG senior enlisted in the state managing the military aspects of all full time and traditional Air National Guard (ANG) enlisted members. Personnel covered by the program include ANG enlisted personnel at all ranks within the state. As the ANG Enlisted Program Manager for the state, the incumbent serves as the primary advisor and spokesperson regarding issues related to the analysis and enforcement of established policies and standards for all ANG enlisted members. Program areas managed include military issues related to readiness, as well as the performance, care, conduct, appearance, effective personnel utilization, management, training and development of all ANG enlisted national guard members within the state. The incumbent is also responsible for ensuring subordinate ANG Non-Commissioned Officers (NCOs) comply with the state's enlisted program goals and objectives. Regularly interacts with the State Senior Enlisted Leader. Participates in National Guard Bureau (NGB) and State level advisory councils, planning teams, project management teams and boards that require planning, development, implementation, and management of critical enlisted programs that cover a wide range of topics.



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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 FY23-032 and State Air Command Chief**
 - 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.
 - a. 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 (AFFMS/MyFitness) printout
 - a. <https://myfss.us.af.mil/USAFCommunity/s/>

4. Additional Documents REQUIRED:

- a. Official AF Biography (No photo)
- b. Letter of Intent
- c. Letter of Endorsement, signed by your Commander
- d. For Federal Technician please provide SF 50 (not applicable for Drill Status Guardsmen)
- e. Recommendation Letters
- f. Last Three Evaluations (EPR)

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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