

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

JVA Number:
FY 23-071

Tour Length:
Three-Year
Initial AGR Tour

Application OPEN Date:
16 JUL 2023

Application CLOSE Date
20 AUG 2023

Duty Position: 154th Wing Command Chief

Grade Min. / Max.:
E9/ CMSGT

Note: AGR Start date may be contingent upon availability of a Control Grade

Duty AFSC:
9E000

Position Number:
0075014134

Duty Location:

Headquarters 154th Wing
360 Mamala Bay
Joint Base Pearl Harbor-Hickam, Hawaii 96853

Selecting Official: Brigadier General Phillip L. Mallory

Point of Contact: Lt Col James Williams

Comm: 808-789-0421

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 AFSC 9E000 and must meet the following eligibility criteria outlined in AFI 36-2109 and ANGI 36-101:

1. Must have a minimum of three (3) years retainability
2. Able to attain a TS/SCI clearance
3. Meet AF standards of good physical health and demonstrated consistent fitness levels at or above the minimum standard. CMSGts must have scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test; no failure on any portion within the last 12 months
4. Must be worldwide qualified (both deployment and assignment) and not have a permanent assignment limitation code "C3"
5. All CCM candidates must possess an associate degree or higher from a nationally or regionally accredited academic institution
6. All CCM Chief Master Sergeant candidates must have previously attended the ANG Chief Master Sergeant Orientation Course

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Qualifications, Duties and Responsibilities:

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

Serves as the Wing Command Chief Master Sergeant (CCM), the Wing Senior Enlisted Leader and key member of the command's leadership team managing all military aspects of full time and traditional enlisted Airmen. A CCM is the commander's key enlisted advocate and advisor on operational effectiveness and the organization, training and equipping of enlisted Airmen. CCMs ensure the commanders' directions and policies are carried out and the Airmen understand and are dedicated to the mission of the command. CCMs are responsible for the professional development and proper utilization of the command's enlisted force. CCMs work in concert with other enlisted leaders such as group superintendents and first sergeants to oversee the readiness, training, health, morale, welfare, quality of life and force development of assigned personnel.

Advises, carries out and monitors the Wing Commander's organizational policies, programs and standards applicable to the ANG enlisted force. Wing ANG CCMs are the Wing Commanders key enlisted advocate and advisor on all DoD, NGB, state, and unit level enlisted policies regarding readiness, training, professional development, utilization of the force, operations tempo, standards, conduct and quality of life. The ANG Wing CCM provides advice, develops initiatives, policies, programs and recommendations in matters pertaining to all assigned enlisted personnel. ANG Wing CCMs are the key senior leadership advisor and point of contact for all assigned ANG enlisted personnel. Makes frequent visits to units, facilities, and activities, and advises them to changes/guidance of all processes/directions affecting ANG Wing enlisted personnel. Communicates, estimates, and provides the suggestions, concerns, and outlooks of the Senior Enlisted Corps of wing enlisted personnel. Acts as a bridge between the Wing Commanders and senior staff, to include CCMs and geographically separated unit senior enlisted leaders. Serves as an active participant on advisory councils and boards. Liaison to and works closely with the local community. Interacts with sister service counterparts as required. Coordinates ANG Wing command issues and concerns with the ANG State Headquarters CCM. Manages, studies, analyzes and oversees the administration, coordination, planning, development, and execution of all Wing level ANG enlisted members programs with particular emphasis on readiness, morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment and reassignment, administration and utilization, as they affect the service contributions of Wing ANG enlisted personnel to the accomplishment of the state's federal and domestic missions. Identifies Wing requirements and develops comprehensive Wing staff plans to support goals and objectives established by the Wing Commander and State CCM Joint Force Headquarters, in the operations and activities applicable to all functional areas of the Wing ANG enlisted personnel. Provides general supervision of the assigned ANG enlisted forces and is the functional manager for the wing First Sergeants. Establishes a process for managing and selecting members for these positions when appropriate. Screens applicants for eligibility; provides advice to commanders with respect to the selection process, guides, mentors, trains, and ensures proper utilization of members assigned to these special duties. Responsible for quality assurance of programs when appropriate. Directs, advises, and coordinates with ANG NCOs and other wing enlisted organizations, councils, groups, etc., and their representatives. Participates in the resolution of policy, doctrinal and regulatory misunderstandings that could result in adverse effects on wing enlisted personnel. Works to further the intent of the Wing Commander's programs conceived and implemented to improve enlisted morale, understanding, mission awareness, career dedication and upward mobility in the

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context of the overall wing mission as it relates to mission requirements of the ANG. Communicates the Wing Commander's policies and programs to the force. Reviews and provides counsel to the Wing, Group and Squadron Commanders on all inquiries concerning operations, administration, policy, etc., that impact enlisted personnel. Identifies and assesses factors impacting morale and well-being of the ANG Wing enlisted force and provides the Wing, Group and Squadron Commanders with recommendations to resolve problems. Develops, participates, and provides guidance in planning, publicizing, and administering ANG enlisted awards and recognition programs at the wing. Oversees and executes the wing Stripes for Exceptional Performance Promotion Program (STEP II). Provides guidance to ANG wing staff, group and squadron level personnel to assure proper dissemination, clarification, and administration of awards and promotion policies. Coordinates with and advises the ANG Wing Commander on enlisted nominations for Wing, Group, and Squadron key enlisted positions. Develops programs that will enable all ANG Wing enlisted personnel developmental and advancement opportunities. Advises and assists the military personnel section in the promulgations of programs for ANG enlisted career (includes force development, force management, mentoring, and training). Establishes and monitors professional development of enlisted members. At the Wing level evaluates, oversees, and supports ANG enlisted professional military education, retention efforts, and professional development programs. Analyzes and determines the best course of action in the preparation, inception, and maintenance of recruiting and retention programs. Coordinates with Recruiting and Retention Officers (if assigned as part of the wing), in general recruitment of qualified technicians and AGR enlisted personnel. Oversees all wing enlisted welfare programs that provide advice on qualifications, advancement, benefits, retirement, etc. Presides over enlisted selection boards. Serves as an advisor on Retention Boards for Senior NCOs. Counsels and mentors Senior NCOs about the enhancement and maintenance of their retention and promotion potential.

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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 FY23-071 and 154th Wing 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. AF Form 422, current within 12 months
 - a. <https://asimsimr.health.mil/imr/LogOff.aspx>
4. AF Form 469 (if applicable)
 - a. <https://asimsimr.health.mil/imr/LogOff.aspx>
5. Most current fitness assessment (AFFMS/MyFitness) printout
 - a. <https://myfss.us.af.mil/USAFCommunity/s/>
6. **Additional Documents REQUIRED:**
 - a. Resume
 - b. Last Three Evaluations (EPR)
 - c. Letter of Recommendation(s) (Limit up to 3)

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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