

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:** FY 24-024      **Tour Length:** Three Year Initial AGR Tour      **Application OPEN Date:** 06 DEC 2023      **Application CLOSE Date:** 06 JAN 2024

**Duty Position:** Inspector General

**Grade Min. / Max.:** O4/MAJ (PROMOTABLE) - O5/LT COL      **Duty AFSC:** 08710      **Position Number:** 0108504934

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

**Duty Location:**

298<sup>th</sup> Air Defense Group  
149 Haley Ave., Bldg. 310  
Wheeler AAF, HI 96854

**Selecting Official:** Colonel Diana Gregory

**Point of Contact:** Lt Col Michael F. O'Donnell

**Comm:** 808-655-7211

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**Who May Apply:**

**1st Area of Consideration:** Nationwide. Open to military members with the rank of O4/Maj (promotable to Lt Col) through O5/Lt Col who are eligible to become a member of the Hawaii Air National Guard that has a duty AFSC 08710.

**2nd Area of Consideration:** Open military members with the rank of O4/Maj (promotable to Lt Col) through O5/Lt Col military members within the Hawaii National Guard or those who are eligible to become a member of the Hawaii Air National Guard and are eligible to retrain and meet Specialty Qualifications for Inspector General outlined in the AFOCD, to obtain 08710 AFSC. Application must include a JVA Application Prescreening Form

**Qualifications, Duties and Responsibilities:**

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

**Duties:**

- Directs, organizes, conducts, and leads all Group IG activities. Operates and manages the Group Office of the Inspector General, responsible for the overall operation, administration, and management of Group IG Complaints Resolution, and Commander's Inspection Program (CCIP)
- Develops, establishes, and controls methods and procedures to implement IG policies and

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programs

- Provides oversight and policy guidance concerning IG programs, plans, requirements, management, education, and awareness initiatives
- Advises Commander on the readiness, effectiveness, and efficiency of Group programs, equipment, and personnel
- Coordinates with Wing, PACAF, NORAD, State, and Higher Headquarter agencies to plan, organize, and execute exercises evaluating readiness and training. Maintains liaison with MAJCOM, SAF, and Joint Base IGs where appropriate to receive, process, refer, and manage Inspection information, resources, assets, and activities to support the operation and management of IG Programs.
- Certifies IG personnel and evaluates programs and activities
- Performs other duties as assigned

### ***Responsible for:***

- Planning and executing programs for command-and-control systems and Operations
- Developing and implementing procedures to inspect/evaluate programs, report and resolve deficiencies
- Conducting investigations and inspections to ensure compliance with agency policies, practices, and regulations
- Writing standardized operating procedures
- Data collection methods and developing new approaches to analyze and evaluate data to provide command with actionable trend information
- Performing supervisory duties, directing administrative, technical, and operational instructions, and establishing objectives for long-range strategic plans
- Resolving grievances, dispute resolution, complaint resolution, and influencing good order and discipline

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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 FY24-024 and Inspector General**
  - 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. 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>
5. For Federal Technician's please provide SF 50 (not applicable for Drill Status Guardsmen)
6. **Additional Documents REQUIRED:**
  - a. Resume
  - b. Last three Evaluations (EPR)
  - c. Letter of Recommendation(s) (limited to 3)
7. Additional Documents recommended, but not required:
  - a. Last three Appraisals (for Federal Technicians only)

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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](mailto: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