

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:** FY 24-026      **Tour Length:** Three-Year Occasional AGR Tour      **Application OPEN Date:** 27 DEC 2023      **Application CLOSE Date:** 31 JAN 2024

*Note: with possibility of converting to Initial AGR Tour*

**Duty Position:** Cyber Defense Operations, Network Systems Operations Craftsman

**Grade Min. / Max.:** E6/TSGT (PROMOTABLE) – E8/SMSGT      **Duty AFSC:** 1D771W      **Position Number:** 0102761634

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

**Duty Location:**

291<sup>st</sup> Combat Communications Squadron  
1300 Kekuanaoa Street  
Hilo, Hawaii, 96720

**Selecting Official:** Lt Col Thomas Naldrett

**Point of Contact:** MSgt Alexander Chai

**Comm:** 808-789-0572

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**Who May Apply:**

**1st Area of Consideration:** Open to military members within the rank of E6/TSgt (promotable to MSgt) through E8/SMSGt within the Hawaii Air National Guard with the AFSC 1D771W.

**2nd Area of Consideration:** Nationwide. Open to military members within the rank of E6/TSgt (promotable to MSgt) through E8/SMSGt within who are eligible to become a member of the Hawaii Air National Guard with the AFSC 1D771W.

**3rd Area of Consideration:** Nationwide. Open military members with the rank of E6/TSgt (promotable to MSgt) through E8/SMSGt military members within the Hawaii National Guard or those who are eligible to become a member of the Hawaii Air National Guard who are eligible to retrain and meet Specialty qualifications for Cyber Defense Operations outlined in the AFECD, to obtain 1D771W AFSC.

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### **Qualifications, Duties and Responsibilities:**

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

#### Additional Duties and Responsibilities:

1. Plans and organizes maintenance activities. Plans and supervises system installation and evaluates facilities layout and performance standards. Designs and develops organizational structures and determines equipment, training, and supplies required for systems implementation and support. Executes operational plans to ensure positive control of assigned forces. Evaluates operational readiness of communications equipment, network devices, sensors, intrusion detection, and related support equipment.
2. Directs activities responsible for system analysis and design, programming, operations and maintenance, security, systems management, technical support and resource management. Implements and interprets policies, directives and procedures.
3. Directs maintenance activities. Directs personnel employed in siting, deploying, inspecting, adjusting, removing, replacing, and repairing communications systems and related equipment. Prepares and analyzes reports encompassing siting, deploying, maintaining, installing, repairing and removing communications systems and related equipment. Coordinates activities and resolves common problems. Directs overhaul and repair of communications systems and related equipment. Ensures work standards are maintained. Determines extent and economy of repair, including disposition of malfunctioning equipment.
4. Inspects and evaluates maintenance activities for compliance with directives. Evaluates, rates and prepares reports on activity effectiveness. Recommends and implements corrective action for improved methods and procedures. Evaluates effectiveness of equipment usage, systems performance, customer service, supplies, and system scheduling, processing, and maintenance.
5. Supervises maintenance functions. Resolves problems with installing, maintaining, repairing, and overhauling systems and equipment. Checks systems and equipment for proper siting, installation, and serviceability. Establishes local maintenance procedures and policies. Performs research and development of new systems and equipment.
6. Establishes training requirements. Establishes training programs to meet local knowledge and certification requirements.
7. Plans, programs, and develops budget inputs to ensure resource availability for operational requirements.
8. Manages plans, implementation, and development functions. Helps functional users define requirements. Supervises functional user requirements translation into automated systems capabilities. Organizes teams that use methodologies to meet mission requirements. Supervises test and evaluation efforts to determine performance. Organizes and participates in mission implementation and conversion. Ensures continued interface between functional users and programming and operations personnel. Ensures compliance with standards for systems documentation
9. Provides mission critical voice, data, and video services. Installs, upgrades, replaces, configures, and maintains systems/circuits/IP-based intrusion detection systems that access military, Federal, and commercial networks. Manages infrastructure devices and systems using the latest approved software tools.
10. Deploys and operates expeditionary communications systems. Uses agile logistics support channels to sustain continuous network operations. Removes, repairs, and replaces assemblies and subassemblies to optimally sustain voice, data, and video networks.
11. Establishes priorities, maintains, tests, troubleshoots, and repairs network systems equipment and circuits utilizing tools and test equipment. Isolates malfunctions using diagnostic software, technical data, block diagrams, voltage and waveform measurements, and other tests requiring specialized test



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equipment.

12. Monitors performance of systems and circuits. Coordinates with coalition forces, DoD agencies, and other service providers to analyze and isolate performance faults and implement corrective actions.

Checks equipment for serviceability and performs preventive maintenance. Isolates faults by coordinating with commercial service providers and depots to test system components and assemblies.

13. Maintains and administers network and circuit databases, records, and forms. Interprets sketches and layout drawings for placement of distribution systems. Coordinates request for service orders. Reviews, recommends, and implements changes to communications-computer systems installations records (CSIR), technical data, engineering drawings, and equipment wiring diagrams. Updates and verifies entries on system, facility, maintenance, and inspection records. Initiates, tracks, and maintains shipping, receiving, supply, and equipment documents.

14. Conducts periodic inspections of systems installations and repair activities. Interprets inspection reports and implements corrective actions, documents inspection and maintenance actions.

15. Reviews and maintains operational measurement reports and analyzes network utilization. Ensures equipment and components meet installation practice technical order and accepted commercial installation specifications.

16. Applies communications security programs to include physical, cryptographic, transmission, and emission security. Develops and ensures compliance with safety standards and instructions. Adheres to personnel reliability program requirements for priority level 1 facilities.

17. Manages, supervises, and performs planning and implementation activities. Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors status of base civil engineer work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems

*If selected for this position, the consideration for any promotion opportunity associated with this position, will be determined by the gaining Supervisor, in concurrence with the Superintendent and Commander, and in accordance with the HIANG NCO and SNCO Promotion Guide. Promotion to E8/SMSgt is contingent upon availability of a Control Grade.*

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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 FY24-026 and Cyber Defense Operations, Network Systems Operations Craftsman**
  - 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/2020/08/ngbf34-11.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
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. 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. Resume
  - b. Last three Evaluations (EPR)
  - c. 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