

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:**  
FY 24-037

**Application OPEN Date:**  
02 FEB 2024

**Application CLOSE Date**  
16 FEB 2024

**Tour Length:** One Year Occasional AGR Tour. *Note: should the need for temporary limitations placed on this position no longer exist, the tour may be converted to an initial AGR tour without further competition. (Note: On-board Career AGR members will remain on their current tour)*

**Duty Position:** Network Operation, NCOIC

**Grade Min. / Max.:**

E5/SSGT (PROMOTABLE) – E7/MSGT

**Duty AFSC:**

1D771Q

**Position Number:**

113385034

**Duty Location:**

298<sup>th</sup> Support Squadron  
149 Haley Ave. Bldg. 310  
Wheeler AAF, HI 96854

**Selecting Official:** Lt Col Jesse Park

**Point of Contact:** SMSgt Kevan Stewart

**Comm:** 808-655-7233

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**Who May Apply:**

**1st Area of Consideration:** Open to military members within the rank of E5/SSgt (promotable TSgt) through E7/MSGt within the Hawaii Air National Guard with the AFSC 1D771Q.

**Qualifications, Duties and Responsibilities:**

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

Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Work pertains to the administration of all systems, including a myriad of associated hardware platforms, software applications and numerous interfaces included in the Local Area Network (LAN).

Serves as a technical expert on multiple operating systems and computer platforms. Determines equipment and communications requirements and interfaces with other systems. Evaluates machine usage and develops plans for the necessary acquisition to support future automation (hardware and software) requirements. Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and

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advisory services to users.

Serves as a technical expert and focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems. Develops, modifies, and tests overall system backup and recovery strategies for assigned systems.

Implements systems software changes, operating system releases and maintains the operational status of systems. Coordinates with system developers resolving hardware and/or software malfunctions.

Performs security management in accordance with National Guard Bureau (NGB) and Air National Guard (ANG) regulations and policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment.

Must perform oversight and execution of all facets related to security within the realm of Cybersecurity operations. This encompasses a wide array of responsibilities, ranging from orchestrating security protocols and measures to proactively identifying and mitigating potential threats and vulnerabilities. Additionally, the role entails the management of various programs and frameworks like Risk Management Framework (RMF), where one is tasked with the meticulous evaluation and mitigation of risks associated with information systems. Moreover, as the Information System Security Manager (ISSM), one is entrusted with the pivotal responsibility of implementing and enforcing security policies and procedures, ensuring compliance with standards and regulations.

Performs COMSEC account duties as required.

Performs other duties as assigned.



AIR NATIONAL GUARD

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

**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 FY24-037 and Network Operation NCOIC**
    - 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. Letter of Recommendation(s) (Limited up to 3)

AIR NATIONAL GUARD

# HAWAII AIR NATIONAL GUARD

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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.*

AIR NATIONAL GUARD

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## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

### 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