

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:**  
FY 24-045

**Application OPEN Date:**  
03 FEB 2024

**Application CLOSE Date**  
03 MAR 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 will remain on their current tour)*

**Duty Position:** KC-135 Aircraft Electrical & Environmental Systems Craftsman (Supervisor)

**Grade Min. / Max.:**  
E6/TSGT (PROMOABLE) – E7/MSGT

**Duty AFSC:**  
2A676

**Position Number:**  
0113416834

**Duty Location:**

154th Maintenance Squadron  
360 Mamala Bay Drive  
Joint Base Pearl Harbor-Hickam, Hawaii, 96853

**Selecting Official:** Col Christopher Cullen

**Point of Contact:** SMSgt John Lind

**Comm:** 808-449-1031

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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 E7/MSgt within the Hawaii Air National Guard with the AFSC 2A676.

**Qualifications, Duties and Responsibilities:**

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

a. INTRODUCTION:

This position is located in the Electro-Environmental (ELEN) Shop of the Hawaii Air National Guard Flying Wing, employing KC-135R aircraft. The purpose of this position is to supervise workers on a day-to-day or project-by-project basis in accomplishing the work operations of the shop and to perform associated non-supervisory work.

b. DUTIES AND RESPONSIBILITIES:

- (1) Planning: Plans and schedules specific work assignments on a daily or project-by-project basis within specified time requirements. Arranges for adequate personnel, materials and equipment to accomplish the work.
- (2) Work Direction: Assigns tasks to be performed. Explains prescribed methods procedures; instructs subordinates on new procedures and provides assistance on problems. Reviews work in progress and on completion. Obtains approval from higher-level supervisor for changes in standard or prescribed procedures and changes in work

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operations. Suggests ways or methods to improve operations or reduce costs.

(3) Administration: Recommends individuals to fill vacancies or for promotion or reassignment. Establishes performance standards and accomplishes performance appraisals. Counsels with employees on disciplinary issues and recommends disciplinary action. Attempts to resolve informal complaints and grievances, referring unresolved or more serious issues to the incumbent's supervisor. Conducts and/or oversees on-the-job-training (OJT) and recommends employees for formal training programs. Schedules and approve leave. Encourages employees to participate in suggestions and cost reduction programs. Ensures that regulations governing safety and housekeeping are observed. Explains and implements such personnel programs as equal opportunity, position management, position description review, and labor relations. Maintains production reports and records.

(4) Performs the non-supervisory functions of the organizational segment supervised.

(5) Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

(6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operator, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.

(7) Performs other duties as assigned.

### c. RESPONSIBILITY:

Supervisor provides general instructions, standard procedures, overall procedures and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within established priorities and controls.

### d. PHYSICAL EFFORT:

Requires moderate to strenuous physical exertion when climbing, stooping, standing, bending, stretching and working in tiring and uncomfortable positions. Routinely required to lift heavy objects weighing up to 20 pounds and with assistance lifts items weighing over 50 pounds.

### e. WORKING CONDITIONS:

Works indoors and outdoors. Work may be performed in inclement weather on icy, wet, hot, or slippery ramps, aircraft surfaces, work stands, and ladders, and in temperatures and humidity extremes. Subject to the dangers of toxic fumes, high-pressure air and fluids, fast actuating aircraft surfaces such as speed brakes, flaps, and landing gear; engine noise, heat blast and intake suction. Subject to the dangers of high voltage.

### f. OTHER SIGNIFICANT FACTS:

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.

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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 FY24-045 and KC-135 Aircraft Electrical & Environmental Systems Craftsman (Supervisor)**
  - 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. Letter of Recommendation(s) (Limited up to 2)
  - c. Last three Evaluations (EPR)
8. **Additional Documents recommended, but not required:**
  - a. Federal Technician Appraisal

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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