

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:**  
FY 24-056

**Application OPEN Date:**  
02 April 2024

**Application CLOSE Date**  
02 May 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:** Cyber Defense Operations

**Grade Min. / Max.:**  
E4/SrA (PROMOTABLE) – E7/MSGT

**Duty AFSC:**  
1D771W

**Position Number:**  
102755634

**Duty Location:**

291<sup>st</sup> Combat Communication Squadron (Big Island)  
1300 Kekuanaoa Street  
Hilo, Hawaii, 96720

**Selecting Official:** Lt Col Thomas E. Naldrett

**Point of Contact:** MSgt Kalani M. Calles

**Comm:** 808-789-0566

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**Who May Apply:**

**1st Area of Consideration:** Open to military members within the rank of E4/SrA (promotable to SSgt) through E7/MSgt within the Hawaii Air National Guard with the AFSC 1D771W.

**2nd Area of Consideration:** Nationwide. Open to military members within the rank of E4/SrA (promotable to SSgt) through E7/MSgt 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 E5/SSgt through E7/MSgt 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, meeting AFECDC requirements outlined for Cyber Defense Operations to obtain AFSC 1D7X1Q, with an ASVAB Score of 45 in Mechanical and 60 in Electrical.  
*Note: JVA Application Prescreening Form required with Application*

**Qualifications, Duties and Responsibilities:**

**Classification Directory AFECDC & AFOCDC - (accessed from a .mil computer)**

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*The following Duties include but are not limited to:*

- 1) Performs/supervises wireless radio and satellite systems and equipment maintenance activities. Oversees work in progress and reviews completed repairs for sound maintenance practices. Establishes requirements for maintenance equipment, support equipment, tools, and spare parts. Requisitions, accounts for, and turns in supplies and material. Interprets inspection findings and determines adequacy of corrective action. Reviews and ensures compliance with maintenance management publications and procedures. Identifies maintenance problem areas and recommends corrective action. Recommends methods to improve equipment performance and maintenance procedures. Evaluates justification and practicability of proposed modifications. Develops and enforces safety standards for ground RF system maintenance activities.
- 2) Inspects wireless radio/satellite communications activities. Determines equipment operational status. Serves on teams to evaluate transmission systems activities. Interprets inspection findings submitted by other inspecting activities, and initiates corrective action. Determines adequacy of corrective action. Checks installed and repaired components for compliance with technical publications.
- 3) Resolves installation, repair, overhaul, and modification problems associated with communications equipment. Employs orbiting communication satellite, line-of-sight, and tropospheric scatter techniques. Conducts tests to restore and maintain systems. Uses anti-jam equipment and techniques to neutralize effects of communication jamming. Uses layout drawings, schematics, and pictorial diagrams to solve maintenance problems. Analyzes construction and operating characteristics of equipment to determine source of malfunction. Performs intricate alignment and calibration procedures to ensure maximum operating efficiency. Determines repair procedures necessary to correct defective equipment.
- 4) Installs ground radio, satellite, and telemetry communications equipment. Consults layout drawings to ensure equipment is properly positioned. Checks equipment for serviceability prior to installation. Assembles, connects, secures, and interconnects components such as transmitters, power supplies, and antenna assemblies. Tests installed equipment for proper assembly of components and compliance with technical orders. Places in operation and tunes, adjusts, and aligns components to obtain maximum operating efficiency. Identifies and locates Radio Frequency interference sources.
- 5) Deploys and activates mobile and transportable transmission equipment. Refers to plans and equipment specifications to conduct site and equipment surveys and establishes equipment systems interface. Unpacks, inspects, and positions communications equipment; erects antennas; and interconnects communications facilities.
- 6) Performs preventive maintenance on communications systems and related equipment. Inspects equipment at specified intervals to determine operational status. Replaces defective components. Performs operational checks. Updates maintenance data collection records and systems to document actions completed.
- 7) Repairs, overhauls, and modifies communications and related equipment. Isolates malfunctions using system checking procedures, required test equipment, analyzing voltage and

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waveform measurements, schematic diagrams, and equipment operating characteristics. Repairs equipment, including transmitters, receivers, transceivers, and related equipment. Tunes and adjusts components. Adjusts, aligns, and calibrates equipment for maximum operating efficiency. Fabricates and connects various types of antenna systems and transmission lines. Tests repaired components using bench mockups and related test equipment.

8) Maintains inspection and maintenance records. Posts entries on maintenance and inspection records. Records meter readings and other pertinent data in equipment logs. Completes maintenance data collection forms.

9) 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.



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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 **FY-24-056 and Cyber Defense Operations**
  - 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. 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. **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: [jenalyn.arnold@us.af.mil](mailto:jenalyn.arnold@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.