

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

JVA Number:
FY 24-076

Tour Length:
Three Year
Initial Tour

Application OPEN Date:
14 May 2024

Application CLOSE Date
14 June 2024

Duty Position: Command Support Staff – Education and Training

Grade Min. / Max.:

E4/SRA (Promotable) – E7/MSGT

AFSC:

3F271

Position Number:

087085134

Duty Location:

292nd Combat Communications Squadron (Maui)
75 Kuleana Street
Kahului, Hawaii, 96732-2330

Selecting Official: Lt Col Todd Curtright

Point of Contact: CMSgt Charles Tomlinson

Comm: 808-789-0659

Who May Apply:

1st Area of Consideration: Open to military members with the rank E4/SrA (Promotable) through E7/MSgt within the Hawaii National Guard who are eligible to retrain, meeting AFECD requirements outlined for Education and Training to obtain AFSC 3F2X1, with an ASVAB Score of 62 in Administration.

Note: JVA Application Prescreening Form required with Application

2nd Area of Consideration: Nationwide. Open to military members within the rank of E4/SrA (Promotable) through E7/MSgt who are eligible to become a member of the Hawaii Air National Guard that has a duty AFSC 3F251.

Qualifications, Duties and Responsibilities:

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

The following Duties include but are not limited to:

This announcement is for a position within the 292nd Combat Communications Squadron, Kahului Maui, Hawaii Air National Guard. As a GSU, responsibilities may also include management of DEERS, Fitness Program, Medical readiness, deployment processing management, AROWS, DTS, and other duties as required. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Assist CSS with managing organizational personnel and manpower programs, such as personnel rosters,

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evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Coordinate with Wing Education and Training for all education and training activities and assist work centers with training programs and ancillary training requirements. Knowledge of office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities. Experience performing administrative functions and working with administrative applications and databases.



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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-24-076 and Command Support Staff – Education and Training**
 - 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/EPB)**
 - c. **Letter of Recommendation(s) (Limited up to 2)**

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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: marilyn.mershon@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.