

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:**  
FY 24-092

**Application OPEN Date:**  
20 JUN 2024

**Application CLOSE Date**  
20 JUL 2024

**Tour Length:** Three Year One Time Occasional AGR Tour

**Duty Position:** Chief of Plans and Exercises

**Grade Min. / Max.:**  
O3/CAPT (PROMOTABLE) – O4/MAJ

**Duty AFSC:**  
13B3C

**Position Number:**  
0075616034

**Duty Location:**  
298th Air Defense Group  
149 Hale Avenue, Bldg 310  
Wheeler Army Airfield, Hawaii 96854

**Selecting Official:** Colonel Diana K. Gregory

**Point of Contact:** Lt Jesse B. Park

**Comm:** 808-789-1704

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### **Who May Apply:**

**1st Area of Consideration:** Open to military members within the rank of O3/CAPT (Promotable) through O4/MAJ within the Hawaii Air National Guard with the AFSC 13B3C.

**2nd Area of Consideration: Nationwide.** Open to military members within the rank O3/CAPT (Promotable) through O4/MAJ who are eligible to become a member of the Hawaii Air National Guard that has a duty AFSC 13B3C.

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

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

#### **Additional Duties and Responsibilities:**

1. Plans, organizes, develops, coordinates, integrates, directs, and evaluates actual and simulated exercises normally involving flying organizations and military units across mission partners. Coordinates with National Guard Bureau (NGB), Headquarters Pacific Air Forces (PACAF), the Federal Aviation Administration (FAA), other Department of Defense (DOD) and government agencies, and officials of similar types of units from foreign nations. Provides evaluation and reporting of exercise results to higher headquarters, including NGB and PACAF.

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

2. Ensures exercises are conducted in accordance with current regulatory guidance to include compliance with published timelines for exercise notification, meetings, etc. In concert with appropriate agents, coordinates and plans exercise requirements regarding type, objectives, and forces required. Coordinates exercise airspace requirements with appropriate agencies including FAA, Fleet Area Control Surveillance Facility (FASFAC), and the Pacific Missile Range Facility (PMRF). Publishes required implementing Air Tasking Orders (ATO), exercise Special Instructions (SPINS), letters of instruction, and White Force guidance. Establishes a simulation center and designates an exercise control group to assist with observation/assessment. Conducts no-notice alert force exercises for the purpose of assessing the capability of all or any portion of the air defense system. Considers availability of faker aircraft and airspace, impact on availability of air defense scrambles, and maintenance.
3. Plans, coordinates, and conducts debriefings for all exercises; consolidates results, evaluates exercise effectiveness, and publishes after-action reports.
4. Provides oversight and direction of subordinate unit Operations Standardization and Evaluation programs. Ensures such units' programs are in compliance with established requirements and directives. Prepares written examinations and conducts flight evaluations on all subjects and duties relevant to battle management, air weapons controller and weapons technician requirements. Certifies proficiency and qualification achievements. Conducts evaluations of subordinate unit instructors and examiners. Establishes performance standards and requirements for proficiency and competency in accordance with established directives. Reviews and assures currency and accuracy of publications and directives. Analyzes performance discrepancies and identifies trends. Assures that corrective actions are taken on an immediate and continuous basis.
5. Provides oversight and direction for operations training programs. Monitors, evaluates, and assesses unit operational training programs to include continuation and proficiency training. Advises unit training personnel concerning the effectiveness of overall training requirements in maintaining and improving individual and unit proficiency. Prepares local regulations and supplements to NGB, USAF and major command publications to implement and direct operational training requirements. Ensures that problems identified during training exercises as well as during Stan/Evals of unit personnel are resolved through increased emphasis on training. Develops training requirements emphasizing new developments with regard to new enemy aircraft and offensive and defensive systems designed to counteract Pacific Air Defense Sector (PADS) systems and capabilities. Works closely with aircraft operations personnel with similar and related operational training and aircrew Stan/Eval, since Weapons Controllers must be familiar with unit aircraft capabilities and offensive and defensive tactics, as well as with the tactics and capabilities of potential enemy aircraft.
6. Maintains proficiency and qualification as an Air Battle Manager (ABM) and specific crew positions as assigned. May be required to augment crew.
7. Manage assigned Group modernization projects.
8. Performs other duties as assigned.
9. Top Secret Clearance is required



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## 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 FY 24-092 and Chief of Plans and Exercises**
  - 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. For Federal Technician's please provide SF 50 (not applicable for Drill Status Guardsmen)
6. **Additional Documents REQUIRED:**
  - a. Last three Appraisals (for Federal Technicians only)
  - b. Letter of Recommendation(s): (*limited to 2*)
  - c. Resume
  - d. Last three Evaluations (OPR/OPB)

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: [marilyn.mershon@us.af.mil](mailto: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.*

AIR NATIONAL GUARD

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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