

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:** FY 25-041      **Tour Length:** One Time  
Occasional Tour  
NTE 3 Years      **Application OPEN Date:** 30 JAN 2025      **Application CLOSE Date:** 14 FEB 2025

**Duty Position:** Squadron Commander

**Grade Min. / Max.:** O4/MAJ – O5/LT COL      **Duty AFSC:** C17D3      **Position Number:** 113384134

**Duty Location:**

298th Support Squadron  
149 Haley Ave. Bldg 310  
Wheeler AAF, Wahiawa, HI 96786

**Selecting Official:** Colonel Diana Gregory

**Point of Contact:** MSgt Veronica Kahanu

**Comm:** 808-789-1842; veronica.kahanu@us.af.mil

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**Who May Apply:**

**1st Area of Consideration:** Open to military members within the rank of O4/MAJ through O5/LT COL within the Hawaii Air National Guard with the AFSC 17D3.

**2nd Area of Consideration:** Nationwide. Open to military members within the rank of O4/MAJ through O5/LT COL who are eligible to become a member of the Hawaii Air National Guard that has a duty AFSC C17D3.

**3rd Area of Consideration:** Open to military members within the rank of O4/MAJ through O5/LT COL within the Hawaii Air National Guard who are eligible to meet AFSC requirements to retrain into 17D3.

**Qualifications, Duties and Responsibilities:**

Commands all aspects of the 298th Support Squadron and presents a mission ready force to the Title 10 Pacific Air Defense Sector Commander for use in executing the INDO-PACOM Homeland Air Defense mission. Directs and is responsible for all air defense mission support activities for the Hawaii Air Defense Region to include communications and radar maintenance, communications focal point, security forces, facility management, and logistics. Oversees a workforce of approximately 115 AGR and Drill Status Guard members. Establishes and maintains relationships with joint and civil partners to optimize mission accomplishment. Sets organizational vision to increase readiness for Great Power Competition and to meet Air and Cruise Missile Defense of the Homeland initiatives. Implements USAF and ANG personnel programs and establishes policies and procedures to ensure an effective squadron recruiting and retention program.

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

**Additional Duties and Responsibilities:**

- Additional duties as assigned.

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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 25-041 and Squadron Commander**
  - 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. Resume
  - b. Last three Evaluations (OPR/OPB)
  - c. Letter of Recommendation (Limit up to 2)
  - d. Fitness Report (Current and Passing)

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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.HRO.AGRBranch@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: [melissa.woodward@us.af.mil](mailto:melissa.woodward@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