

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:** **Tour Length:** **Application OPEN Date:** **Application CLOSE Date**  
FY 25-053 Three Year 03 APR 2025 02 MAY 2025  
Initial AGR Tour

**Duty Position:** Aerospace Ground Equipment (AGE)/Facility Manager

**Grade Min. / Max.:** **Duty AFSC:** **Position Number:**  
E5/SSGT (PROMOTABLE) – E6/ TSGT 2A672 108051234

**Duty Location:**  
150th Electromagnetic Warfare Squadron  
1115 Nohili Rd,  
Pacific Missile Range Facility, Kekaha, Kauai, HI 96752

**Selecting Official:** Maj Joseph M. Hale

**Point of Contact:** MSgt Jacelyn K.M. Caramonte

**Comm:** 808-789-1617, jacelyn.caramonte.2@spaceforce.mil

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### **Who May Apply:**

**1st Area of Consideration:** Open to military members within the rank of E5/SSgt (promotable to TSgt) through E6/TSgt within the Hawaii Air National Guard with the AFSC 2A6X2.

**2nd Area of Consideration:** Nationwide. Open military members with the rank E5/SSgt (promotable to TSgt) through E6/TSgt 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 AFECED requirements outlined for Space Electromagnetic Warfare Operator to obtain AFSC 2A6X2, with an ASVAB score of 47 in Mechanical and 28 in Electronics for 2A6X2. Note: JVA Application Prescreening Form required with Application

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### Qualifications, Duties and Responsibilities:

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

This is a new unit, you are responsible for establishing Squadron processes and procedures as it relates to all unit support equipment. You must ensure program compliance with all applicable laws, policies, and HHQ guidance.

You will ensure other 2AXX personnel are trained and ready to deploy in support of primary mission. You must maintain worldwide deployable readiness.

You will be the primary interface during stand up with PMRF Civil Engineering, 154 CE, Environmental Analysis Contractor, and construction contractor during construction. You will need to ensure relationships with all parties are maintained and in good standing. After construction is complete, you will continue to coordinate with local agencies to ensure continued operations at the facility.

- You will assist the NCOIC and conversion officer and participate building design reviews. Prepare monthly reports that describe status of each facility project and notify leadership of any change to schedule. Additionally, provide areas of risk and proposed mitigation in coordination with other sections as required.

- This position will share Facility Manager responsibilities.

You are also assigned to a deployable UTC and will fill a 2A6. While deployed you will ensure all power, HVAC and other critical systems at the deployed facility are maintained.

You will mentor and ensure all other 2A6 personnel are trained with a thorough OJT program.

Additional Duties: Other duties as assigned.

#### OTHER REMARKS OR RESTRICTIONS:

- Must be eligible to obtain a TS/SCI clearance, must be able to obtain a TS/SCI. Continued employment dependent on maintaining TS/SCI eligibility.
- Prefer prior facility manager experience
- Prefer current TS/SCI according to AFI 31-501. If not current, must be able to obtain a TS/SCI. Continued employment dependent on maintaining TS/SCI eligibility.
- If you do not have an adjudicated TS/SCI, contact HRO for a pre-screen questionnaire to submit with your package.
- Maintain worldwide deployable readiness

**\*\*NOTE: When Active Duty are assigned to this location, they go through an Exceptional Family Member Screening. Consider self-screening to ensure required medical care is available on Kauai**

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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-25-053 and AGE/Facility Manager
  - 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. **Three references with daytime contact information**

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 25-001 – 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