

HIANG AGR Job Vacancy Announcement Request Form

Job Vacancy Announcement Policy

The HIANG AGR-A Job Vacancy Announcement Request Form will be utilized as the source document, that serves as an agreement between the HRO, the respective Units chain of command, selecting commanders to ensure the details are addressed in the job announcements for recruitment of qualified applicants for vacant or projected vacant UMD AGR positions

Types of JVA Request:

- **Standard JVA:** Recruit/fill IAW UMD AGR position vacancy
- **Non-Standard JVA:**
 - If a **manpower change request (MCR)** is required, the approved change request must be completed and reflected on the UMD, prior to advertisement.
 - If a **local area realignment (LAR)** is required, the change request must be approved and completed, prior to advertisement. Note: LAR for promotion or Air Force Specialty Code (AFSC) mismatch are not authorized.
 - If a **Concurrent Announcement** is required, manpower change request (MCR) or local area realignment (LAR) must be approved prior to notification/movement of Selectee. Note, MCR approval authority is NGB/A1M, LAR approval authority is JFHQ/A1.

Reference: ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program; 21 APR 2022

Unit Information

Unit and Official Address:

Position Title:

Vacancy Due to:

Type of Announcement: Standard JVA Concurrent Announcement Non-Standard OTOT

UMD Position #: Technician Position #: LAR/MCR Tracking #:

Military Position #:

Duration of Announcement: 30 Days 15 Days Other Days

Provide a brief explanation of the impact on the mission if the duration requested is less than 15 days or over 30 days.

Area of Consider

The HIANG SOP (standard operating procedure) for the Area of Consideration will be listed in the following order to ensure the receipt of sufficient numbers of qualified applicants. You are not require to select all three areas to be announced on the advertisement, however, you will still need to follow the order listed below for the requested recruitment areas.

Requested Area of Consider:

1AOC: Open to Hawaii National Guard members who are qualified in the AFSC

2AOC: Nationwide, open to military members who are qualified in the AFSC and eligible to become a member of the Hawaii Air National Guard

3AOC: Hawaii National Guard members or Nationwide, open to military members who are eligible to meet AFSC requirements to retrain

Other: If you would like to deviate for the SOP listed above, you will need to provide a justification below

HIANG AGR Job Vacancy Announcement Request Form

Position Information

Fill in the areas below for the requested position. If the position is currently occupied with an incumbent, a source document is required to be attached with this submission (source document: retirement order, AF2096, resignation MFR & eSSS, etc.)

PAS: Minimum Military Grade: Promotable:

FAC: Maximum Authorized Grade:

AFSC: UMD Security Clearance Requirement:

Note: SAR 5 (Top Secret) or SAR 6 (Secret)

UMD POSITION LINE #:

FIRST LINE SUPERVISOR:

SECOND LINE SUPERVISOR:

If the UMD position requires a control grade, the following remark will be annotated on the announcement:

- "AGR Start date may be contingent upon availability of a Control Grade"
- "If selected for this position, the consideration for any promotion opportunity associated with this position, will be determined by the gaining Supervisor, in concurrence with the Superintendent and Commander, and in accordance with the HIANG Enlisted Promotion Guide. Promotion to (RANK) is contingent upon availability of a Control Grade."

Additional Duties and Responsibilities

List any additional duties and responsibilities required for this position, that is not outlined in the AFECD / AFOCD i.e.. USM, UMD, Flight Leader, etc.

Additional Documents Required for Applications

The following items is **recommended but not required** for application requirements. Please make the selection below, if you would like to make it a required document for applications:

Required Documents

Last three Appraisals (for Federal Technicians only)

Letter of Recommendation(s) (Limited up to _____)

Resume

Last three Evaluations (EPR/OPR)

Other:

HIANG AGR Job Vacancy Announcement Request Form

Additional Remarks:

JVA Request Approval Signatures

Point of Contact: *(Rank, Name, Phone)*

** The individual listed as the point of contact for applicants to reach out too, should they have any questions regarding the advertised position **

Point of Contact Information

Manpower Working Group Representative

As the MWG Representative, you are signing off on the JVA request form that you have validated the requested UMD position vacancy, ensuring all required documents is attached to this request form

Manpower Working Group Representative

The Unit Commander will be the designated Selecting Official

If the Unit Commander is unavailable, the Group Commander will be the Selecting Official .

Unit Commander (Selecting Official):