

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

JVA Number:

FY 22-013

Tour Length:

Three Year
Initial AGR Tour

Application OPEN Date:

22 NOV 21

Application CLOSE Date

22 DEC 21

Duty Position: Squadron Superintendent

Grade Min. / Max.:

E8 / SMSgt (Promotable) – E9 / CMSGT

Duty AFSC:

3F000

Position Number:

0081571734

Duty Location:

154th Force Support Squadron
360 Mamala Bay Drive
JBPHH, HI 96853

Selecting Official: Lt Col Ricardo A. Martin

Point of Contact: Lt Col Ricardo A. Martin

Comm: 808-789-0315

Who May Apply:

1st Area of Consideration: Open to military members, within the ranks of E8 / SMSgt (promotable to CMSgt) through E9 / CMSgt personnel within the Hawaii Air National Guard with the AFSC 3F091, 3F191, 3F291, 3F591

2nd Area of Consideration: Nationwide. Open to military members, within the ranks of E8 / SMSgt (promotable to CMSgt) through E9 / CMSgt personnel who are eligible to become a member of the Hawaii Air National Guard with the AFSC 3F091, 3F191, 3F291, 3F591

3rd Area of Consideration: Open to military members, within the ranks of E8 / SMSgt (promotable to CMSgt) through E9 / CMSgt personnel within the Hawaii National Guard or those who are eligible to become a member of the Hawaii Air National Guard and are eligible to retrain and meet Specialty Qualifications for Personnel, outlined in the AFECD, to obtain 3F0X1, with an ASVAB score of 59 in Administration.

Qualifications, Duties and Responsibilities:

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

***** See next page *****

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Duties and Responsibilities:

Principle advisor to the Commander for all manpower, personnel, training and services matters in support of 2,300 assigned Guardsmen across 1 Wing, 2 HQ HIANG Direct Reporting Groups, 4 Groups, 19 Squadrons, 3 Flights, 1 Detachment and 2 Operating Locations. Chief Enlisted Manager for 74 assigned military and federal civilian employees. Lead liaison between field level units and JFHQ HRO, HQ HIANG/A1 and NGB A1 directorates. Aides the Commander in providing functional oversight for all HIANG assigned 3F0X1, 3F1X1, 3F2X1 and 3F5X1 specialties. Analyzes and implements Air Force policy while providing recommendations to commanders, supervisors, and Airmen on a wide range of personnel programs such as benefits, entitlements, career management, force development, retention, and relocation programs. Reviews all administration related to manpower, personnel, services, and training prior to WG and HHQ staffing. Oversees the maintenance of personnel data systems, analyzes data mismatches to provide leadership with accurate manpower, personnel and readiness metrics.

Specialty Qualifications:

Knowledge of personnel policies and procedures across manpower, personnel, services and training; experience in preparing and maintaining records; assignments, promotions, Airmen & Family Readiness, Personnel Readiness, PERSCO and deployment/mobilization procedures. Reviews personnel and manpower management administrative communications, correspondence and staffing for content, compliance and accuracy prior to WG and HHQ submission.

Additional Duties as assigned by Commander

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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 annotated with with FY22-013 and Squadron Superintendent.**
2.
 - 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/2020/08/ngbf34-11.pdf>
3. Most current Virtual MPF RIP (Report on Individual Personnel) printout; ensure to select Review/Print all pages of your vMPF RIP
4. Most current fitness assessment (AFFMS/MyFitness) printout
5. Current Medical Status – Recent **ASIMS screenshot; and AF 469 (if applicable)**.
 - a. **All applicants outside of the HIANG** - must submit a DD2870 Authorization for Disclosure of Medical or Dental Information
 - b. Link to form: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2870.pdf>
6. 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: <http://dod.hawaii.gov/hro/files/2021/11/JVA-Application-Prescreening-Form-20211110v.pdf>
7. 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
8. For Federal Technician's please provide SF 50 (not applicable for Drill Status Guardsmen)
9. Additional Documents Recommended, but NOT REQUIRED:
 - a. Last two Evaluations (EPR)
 - b. Last two Appraisals (for Federal Technicians only)
 - c. Signed Resume Letter of Recommendation(s)

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COVID-19 VACCINATION REQUIREMENT:

As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment or onboarding with the agency. The agency will provide additional information regarding what information or documentation will be needed.

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 YY-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: tristtany.ko.1@us.af.mil / aj.dejesus@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