

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:**

FY 22-061

**Tour Length:**

Three Year  
Initial AGR Tour

**Application OPEN Date:**

04 MAR 2022

**Application CLOSE Date**

02 MAY 2022

**Duty Position:**

Material Management

**Duty AFSC:**

2S091

**Position Number:**

009600890R

**Grade Min. / Max.:**

E7/MSGT (PROMOTABLE) – E8/ SMSGT

*Note: Promotion to E8/SMSGT is contingent upon availability of Control Grade*

**Duty Location:**

154<sup>th</sup> Logistics Readiness Squadron  
360 Mamala Bay Dr.  
JBPHH, HI 96853

**Selecting Official:** Lt Col David Overstreet

**Point of Contact:** CMSgt Edward Tang

**Comm:** 808-789-0497

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**Who May Apply:**

**1st Area of Consideration:** Open to military members with the ranks of E7/MSGT (Promotable to SMSGT) through E8/SMSGT within the Hawaii Air National Guard with the AFSC 2S071/2S091.

**2nd Area of Consideration:** Nationwide. Open to military members with the ranks to E7/MSGT (Promotable to SMSGT) through E8/SMSGT who are eligible to become a member of the Hawaii Air National Guard that has a duty AFSC 2S071/2S091.

**Qualifications, Duties and Responsibilities:**

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

**DUTIES AND RESPONSIBILITIES:**

(1) Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during surveillances or staff assistance visits. Evaluates unexpected fluctuations or trends in statistics, resolves discrepancies, and makes recommendations for change when problems are identified that adversely affect operations. Performs analysis on current or potential problems identified by flight management. Compares supply performance and maintenance interface data with prescribed standards to identify the effectiveness of supply support.

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Performs in-depth research and special analyses and makes appropriate recommendations for improvement. Facilitates corrective measures when specific actions are required by other elements. Serves as the point of contact for all customer problems unresolved at flight level. Utilizes computer software programs, spreadsheets, databases and graphics to collect, organize, analyze, display, and/or brief management information to customers and/or squadron management staff. Monitors inventory losses by analyses of inventory discrepancies, adjustments, and trends to ensure the integrity of the base resources management system. Receives incoming shipment discrepancy reports and evaluates and performs analyses on incoming and outgoing reports to ensure the effectiveness of the Supply Discrepancy Report (SDR) program.

(2) Develops, coordinates, and publishes local supplements and makes recommendations to assist in the development of major command (MAJCOM) supplements to Air Force (AF) manuals and instructions applying to the Standard Base Supply System (SBSS). Drafts and finalizes operating instructions, which include but are not limited to, alert plans, duty hour, and designation of delivery locations. Recommends changes to higher headquarters when standard procedures are inadequate or erroneous. Documents findings for problems that can not be resolved and forwards compiled data to higher echelons for study and resolution.

(3) Manages the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level. Develops and maintains trend analysis for stock fund operations and formulates long and short-range projections. Is a member of the Financial Working Group (FWG) and a technical advisor to the Financial Management Board (FMB) and base organizations on the problems affecting the stock fund and Operation & Maintenance (O&M) budget as well as supply and equipment financial management. Briefs upper level supervisors and managers in the interpretation of supply/financial management data reports. Coordinates the preparation and submission of the initial and revised stock fund budget call with the GLSC. Analyzes financial transactions to detect errors and initiates corrective action. Coordinates with the GLSC funds manager for the approval of free issue, forced credit turn-ins, and adjusted stock level requests. Serves as the approval level authority for all inventory adjustments affecting the General Support Division stock fund. Coordinates with the GLSC/SMAG for all adjustments affecting the Material Support Division stock fund. Ensures supporting documentation is attached and certification/approval signatures are obtained on the original Consolidated Inventory Adjustment Document Register (M10) and forwarded to the Customer Support Liaison Element within 30 days of completion.

(4) Analyzes and forecasts financial data to the Wing Finance function, Financial Management Board, and Maintenance Group regarding impact of Stock Number User Directory (SNUD) price changes that affect obligations. Initiates reverse post actions as required. Reviews and certifies organization cost center records. Maintains and monitors files and listings associated with organization effectiveness and corrects data to ensure accurate calculations of future year funding and flying hour program.



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(5) Scrutinizes the operations of all Logistics Readiness Squadron functions by conducting internal surveillances. Develops and maintains a schedule for regular and/or periodic surveillance visits to all elements. Researches and develops checklists, and exercises internal management controls within the LRS. Conducts an exit briefing to discuss identified deficiencies and resolve differences of opinion. Provides a detailed written report of inspection to include procedural clarification to eliminate non-compliance. Drafts replies and provides follow-up for inspection, audit or staff reports. Advises management of compliance and/or procedural changes by squadron or supported activities. Monitors higher headquarters special interest items and establishes special interest items at base level to correct local identified problems. Maintains last two years of inspection, audit, staff assistance, surveillance and analysis reports. Reviews the effectiveness of the reject program. Provides management oversight of Document Control processes. Serves as the focal point for comparison of performance with prescribed directives. Reviews and/or directs the review of all USAF data system design center program releases for impact on supply operations for required procedural actions. Submits requests for changes to system design when errors occur or system fails to perform its function. Resolves procedural SBSS interface problems with other systems or programs that interface with SBSS. Ensures that all flights, elements, and supported activities are notified of changes within their scope of responsibility.

(6) Serves as the Resource Advisor for the LRS. Prepares and manages the operating budget for squadron cost centers.

(7) Plans, develops, and conducts on-the-job training (OJT) as required.

(8) Performs other 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 FY22-060 and Material Management**
  - 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>
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
4. 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>
5. 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>
6. 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
7. For Federal Technician's please provide SF 50 (not applicable for Drill Status Guardsmen)
8. Additional Documents recommended, but not required:
  - a. Signed Resume
  - b. Last three Evaluations (EPR)
  - c. Letter of Recommendation(s) (limited to 3)
  - d. Last three Appraisals (for Federal Technicians only)

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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.

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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: [tristtany.ko.1@us.af.mil](mailto:tristtany.ko.1@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