

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

**JVA Number:**  
FY 24-070

**Tour Length:**  
Three Year AGR  
Initial Tour

**Application OPEN Date:**  
29 April 2024

**Application CLOSE Date**  
24 May 2024

**Duty Position:** Group Senior Enlisted Leader

**Grade Min. / Max.:**

**E8/SMSgt (Promotable) - E9/CMSgt**

*Note: AGR Start date may be contingent upon availability of a Control Grade*

**AFSC:**  
9G100

**Position Number:**  
087591834

**Duty Location:**

154<sup>th</sup> Operations Group  
360 Mamala Bay Dr  
JBPH-Hickam AFB, HI 96853

**Selecting Official:** Colonel Shane H. Nagatani

**Point of Contact:** Lt Col Kelly P. Church

**Comm:** 808-789-1566

**Who May Apply:**

**Area of Consideration:** Open to members with the rank of E8/SMSgt (promotable to CMSgt) through E9/CMSgt within the Hawaii Air National Guard with a minimum of one- year experience as a Squadron Senior Enlisted Leader and must have a minimum of three (3) years retainability.

**Qualifications, Duties, and Responsibilities:**

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

**Qualifications**

IAW AFI 36-2109, Chapter 4, applicant must possess an associate degree or higher from a nationally or regionally accredited academic institution.

**Duties and Responsibilities:**

Experience in duties outlined in AFI 36-2109, Chapter 5 highly desirable, but not necessary and will be required to perform duties as outlined upon assignment. Will assist in managing Group manning and/or resources. If not previously completed, *must attend ANG Chiefs Executive Course within one (1) year of assignment.* All group SEL candidates must and must have previously attended the ANG CMSOC. (T-1)

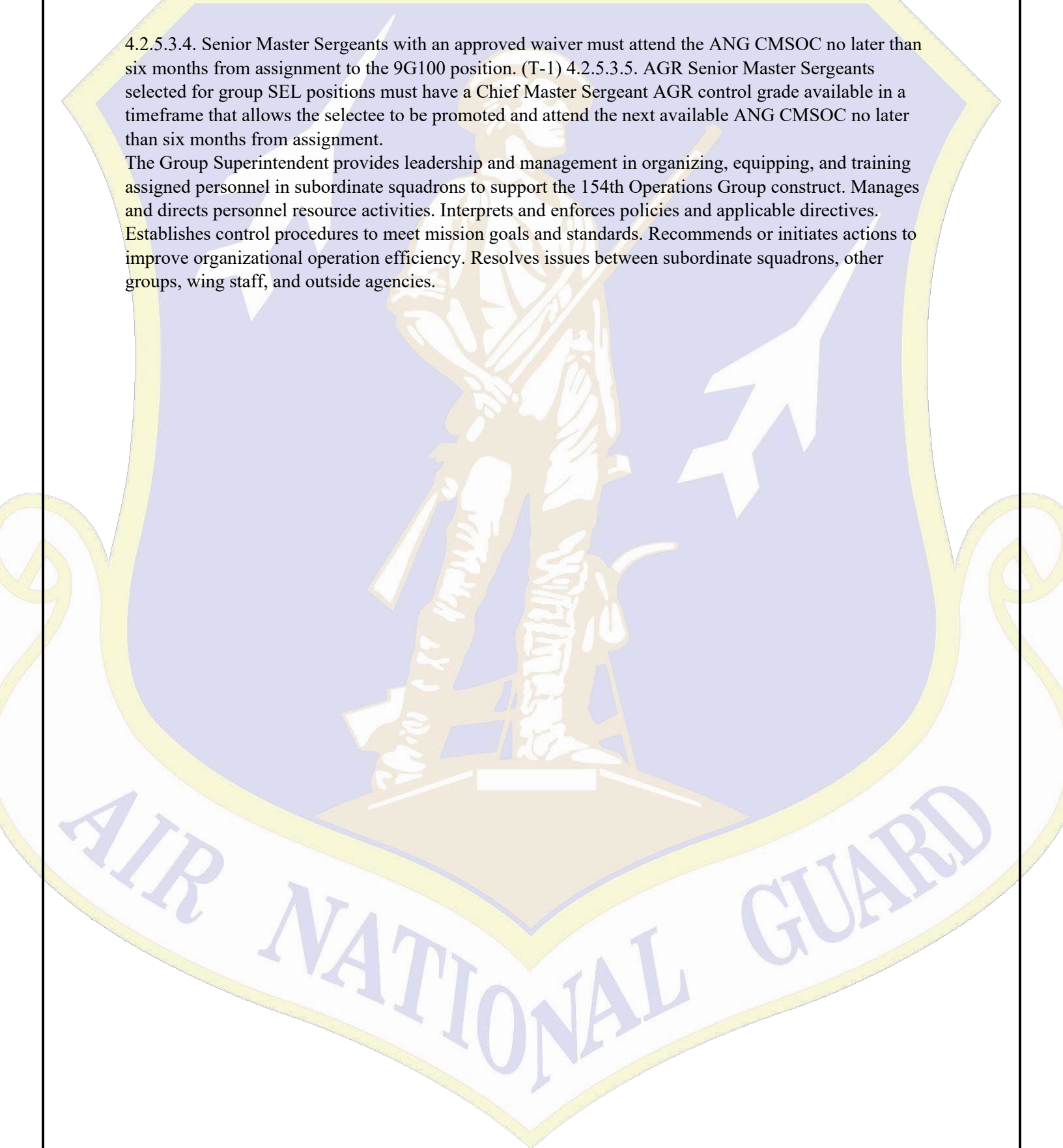
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4.2.5.3.4. Senior Master Sergeants with an approved waiver must attend the ANG CMSOC no later than six months from assignment to the 9G100 position. (T-1) 4.2.5.3.5. AGR Senior Master Sergeants selected for group SEL positions must have a Chief Master Sergeant AGR control grade available in a timeframe that allows the selectee to be promoted and attend the next available ANG CMSOC no later than six months from assignment.

The Group Superintendent provides leadership and management in organizing, equipping, and training assigned personnel in subordinate squadrons to support the 154th Operations Group construct. Manages and directs personnel resource activities. Interprets and enforces policies and applicable directives.

Establishes control procedures to meet mission goals and standards. Recommends or initiates actions to improve organizational operation efficiency. Resolves issues between subordinate squadrons, other groups, wing staff, and outside agencies.



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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 FY24-070 and Group Senior Enlisted Leader**
  - 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. For Federal Technician's please provide SF 50 (not applicable for Drill Status Guardsmen)
5. **Additional Documents REQUIRED:**
  - a. Letter of Recommendation(s)
  - b. Resume
  - c. Last three Evaluations (EPR)
  - d. Cover Letter
  - e. Official Air Force Biography
  - f. Applicants RIP – Duty History must reflect "Senior Enlisted Leader"



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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: [jenalyn.arnold@us.af.mil](mailto:jenalyn.arnold@us.af.mil) / [marilyn.mershon@us.af.mil](mailto:marilyn.mershon@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