

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE JOB VACANCY ANNOUNCEMENT

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**JVA Number:**  
FY 25-071

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

**Application OPEN Date:**  
15 MAY 2025

**Application CLOSE Date**  
04 JUN 2025

**Duty Position:** Civil Engineer

**Grade Min. / Max.:**  
O3/CAPT - O4/MAJ

**Duty AFSC:**  
32E3

**Position Number:**  
0113493034

**Duty Location:**  
154th Civil Engineering Squadron  
360 Mamala Bay Drive  
Joint Base Pearl Harbor-Hickam, HI 96853-5517

**Selecting Official:** Lt Col Christopher J. Mayor  
**Point of Contact:** Maj Emilio Placencia Jr.  
**Comm:** 808-789-0101, [emilio.placencia@us.af.mil](mailto:emilio.placencia@us.af.mil)

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### **Who May Apply:**

**1st Area of Consideration:** Open to military members within the rank of O3/CAPT through O4/MAJ within the Hawaii Air National Guard with the AFSC 32E3.

**2nd Area of Consideration:** Nationwide. Open to military members within the rank O3/CAPT through O4/MAJ who are eligible to become a member of the Hawaii Air National Guard that has duty AFSC 32E3.

### **Qualifications, Duties and Responsibilities:**

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

1. **Specialty Summary.** Develops and implements civil engineer (CE) force employment and provides staff supervision and technical advice. Performs and manages CE functions and activities to build, operate, maintain, protect, and recover facilities and infrastructure supporting the United States and allies. Activities include programming, budgeting, project management, drafting, surveying, planning, feasibility studies, construction management, utilities operations, energy and environmental programs, land management, real property accounting, fire protection, explosive ordnance disposal (EOD), readiness and emergency management (EM), family housing and dorm management, and mobilization programs at base level. Serves on response teams and related installation support services. Conducts integrated base response and recovery activities. Advises commanders and government officials on effective use of CE resources. Related DoD Occupational Group: 240100.

2. **Duties and Responsibilities:**

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2.1. Supports combat operations and activities. Maintains trained and equipped forces capable of responding to worldwide contingencies and military operations other than war. Evaluates capabilities and develops contingency methodologies to accomplish mission objectives. Maintains emergency response force to cope with enemy attacks, major accidents, and natural disasters. Plans, develops, and executes procedures to mitigate the effects, render safe, and dispose of conventional and chemical, biological, nuclear, radiological (CBRN) ordnance and improvised explosive devices. Provides advice to commander on control and integration of emergency response force. Develops, monitors, and briefs survivability actions and methods to recover capabilities after attack. Organizes, trains, and equips contingency forces for conventional and nuclear, biological, and chemical attack operations, and other emergency situations. Acts as weapons recovery cell director as a member of the initial response force and/or response task force for nuclear accidents/incidents.

2.2. Determines requirements, establishes plans, provides designs, and directs operations, maintenance, repair, alteration, addition, and construction of facilities and utility systems. Determines personnel and material resource requirements. Plans and establishes land use and provides environmental stewardship. Directs CE forces in support of customers' requirements, and coordinates activities with subordinate and lateral units and functions. Determines proper use of facilities and effective employment of utility systems. Acts as technical representative and engineering consultant for operations and maintenance activities. Coordinates activities with local, state, federal, and host country agencies.

2.3. Develops CE plans and policies. Evaluates impact of legislative action, executive orders, directives, and management decisions. Consults with manpower, organization, and personnel staffs to ensure appropriate use of CE personnel. Coordinates with staff agencies on fiscal and legal matters. Directs training, business practices, and professional development activities. Serves as CE advisor to commanders. Implements standardization and evaluation, and monitors compliance of programs and policies. Directs and conducts engineering research and feasibility studies and surveys.

### 3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: contingency engineering, contingency base operations, EOD, CBRN, and survivability skills, including force bed-down, expedient damage repair, and recovery after attack: methods, sources, and techniques of engineering design, construction, maintenance, operation, and repair of facilities and utility systems; resource acquisition and management; asset management; military facilities programming and planning; environmental stewardship; housing management; management of real property; fire prevention, protection, and aircraft crash rescue procedures; engineering research and development; and formulation, coordination, and administration of plans and programs.

3.2. Education. The following education is required for entry into AFSCs 32E1X as indicated:

3.2.1. For entry education requirements see [Appendix A, 32E CIP Education Matrix](#).

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 32E3A/C/E/F/G/I/J. Completion of Air Force Institute of Technology (AFIT) course WMGT 101, Air Force Civil Engineer Basic Course.

**NOTE:** For Air Reserve Component officers, AFIT courses WMGT 102, *Introduction to the Base Civil Engineer Organization for Reserve Forces Course*, and WMGT 484, *Reserve Forces Air Base Combat Engineering Course*, may be substituted for AFIT course WMGT 101.

3.3.2. 32E3B. Completion of initial skills training for CBRN is required. Approved training courses are the United States Marine Corps CBRN Basic Warrant Officer Course OR a tailored version of the 3E9 AFSC initial skills training.

3.3.3. 32E3H. Completion of the initial skills training course for EOD. (Navy School EOD [NAVSCOLEOD]).

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 32E3A/C/E/F/G/I/J. A minimum of 12 months of experience in the specialty shredout. Members with the appropriate entry degree may have the experience shred-out after 12 months of specialty regardless of entry shredout.

3.5. Other. The following are mandatory requirements of AFSCs 32E3H as indicated:

3.5.1. For entry into this specialty (prior to being given a class slot at NAVSCOLEOD):

3.5.1.1. Candidate must have a valid, passing Air Force Physical Fitness score dated no more than 6 months prior to NAVSCOLEOD class start date.



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3.5.1.2. Must pass current Air Force EOD accession level Physical Fitness requirements prior to selection and prior to starting NAVSCOLEOD. Currently the requirement is: the 1.5 mile run in under 11 mins and pull-up (3 pull-ups in under 2 minutes).

3.5.1.3. Certification and recommendation by the nearest EOD-Qualified Officer to the home-station unit commander (or equivalent) for consideration and adjudication of 32E Development Team and/or Career Field Manager to become an EOD candidate.

3.5.2. Passing color vision, as defined as a CCT score of 55 or greater in accordance with the USAF Medical Standards Directory.

3.5.3. Minimum height of 5'0". Maximum height 6'6".

3.5.4. No record of Claustrophobia (fear of confined spaces).

3.5.5. Must not have a sustained or untreatable emotional instability that is incompatible with 32E3H AFSC.

3.6. Specialty requires an adjudicated Tier 3 (T3) clearance, with an initiated Tier 5 (T5) prior to attending NAVSCOLEOD. The T5 security clearance shall not be initiated until the T3 clearance is adjudicated. The T5 clearance is required due to training, assignments involving nuclear weapons, and United States Secret Service / Department of State Support **NOTE:** Award of the 32E1H level without a completed T5 Investigation is authorized provided an interim Top Secret security clearance

has been granted according to DoDM 5200.02\_AFMAN 16-1405, *Air Force Personnel Security Program*.

3.7. Other. The following are mandatory requirements of AFSC 32E3B specialty as indicated:

3.7.1. Normal color vision as defined in DAFMAN 48-123, Medical Examinations and Standards

3.7.2. No record of claustrophobia or claustrophobic tendencies

#### 4. Specialty Shredouts:

***Suffix Portion of AFS to Which Related Suffix Portion of AFS to Which Related***

**A** Architect/Architectural Engineer **G** General Engineer

**B** Readiness & Emergency Management Engineer **H** Explosive Ordnance Disposal Engineer

**C** Civil Engineer **I** Industrial Engineer

**E** Electrical Engineer **J** Environmental Engineer

**F** Mechanical Engineer

#### Additional Duties and Responsibilities:

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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 25-071 and Civil Engineer** 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/>  
(MyFSS, MyFitness, Click on Fitness Tracker Report on the top Right, Printable View)
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. For Federal Technician's please provide SF 50 (not applicable for Drill Status Guardsmen)
6. **Additional Documents REQUIRED:**
  - a. Resume
  - b. Last three Evaluations (OPR)
  - c. Letters of Recommendation: (limited to 3)
7. **Additional Documents recommended, but not required:**
  - a. MFRs explaining any discrepancies in the member's record for hiring panel consideration

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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.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