

**STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495**

1 July 2013

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)
VACANCY ANNOUNCEMENT NO. FY2013 - 16
List of Eligible**

The following Enlisted position vacancy in the Hawaii Army National Guard is announced. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and Section 502 Public Law 98-94. This is a three-year fulltime National Guard duty tour in Active Guard/Reserve (AGR) status. This vacancy is to be filled through a competitive selection panel process with approval by the Chain of Command. Final selection will be based upon qualifications, suitability, and available manpower resources.

POSITION AND LOCATION: Instructor (Infantry), E6, 11B38, 1st Battalion, 298th Regiment, RTI, Hawaii Army National Guard, Waimanalo, Hawaii. Applicants, who have applied for a previous Job Vacancy Announcement, **NEED TO REAPPLY**.

CLOSING TIME/DATE: Applications must be received by the Hawaii Human Resources Office (HIHRO), **NLT COB 1 AUGUST 2013**. The list of eligible will be based upon the APPOINTMENT REQUIREMENTS and AREA OF CONSIDERATION applicable to the specific vacancy.

POSITION DESCRIPTION: See attached general description of Duties and Responsibilities.

AREA OF CONSIDERATION: Open to **Present, Enlisted** service members, **State-Wide**, belonging to any component of the U.S. Army who are current members or are eligible to become members of the Hawaii Army National Guard, in the grade of E5 – E6. Applicants **MUST** be currently assigned to an army component unit **within the State of Hawaii**. Applicants applying for initial entry into the AGR program, in the grade of E5, **MUST** be able to become MOS 11B qualified within 12 months of tour assignment. Applicants in the grade of E6 **MUST** possess the MOS 11B. AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of a new duty position) **MUST** possess the MOS 11B. These are nonwaivable requirements. Any other waivers required for an initial tour or for a subsequent tour (AR 135-18, table 2-2 & 2-5), must be approved prior to the closing date of the Job Vacancy Announcement.

SALARY: Military Pay and Allowances.

PROJECTED AGR START DATE: Open.

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regards to race, religion, color, national origin, public affiliation, or any other non-merit factor(s).

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APPOINTMENT REQUIREMENTS: Enlisted personnel, in the grade of E5 – E6, who are currently on suspension of favorable actions, will **NOT** be considered. Upon selection, the selectee will be medically evaluated for clearance to enter the AGR Program by the Office of the State Surgeon (POC: Deputy State Surgeon). If the selected individual is an IDT soldier, he/she must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry in the AGR program. Soldiers with a favorable enlistment or appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 12 months prior to initial entry in the AGR program are not required to complete an additional PHA for entry in the AGR Program. Individual must also have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to entry in the AGR program IAW AR 600-110 and meet body composition standards prescribed in AR 600-9. If PULHES numerical indicator has a P3 or P4, then the requirements of AR 600-60 must be met prior to accessioning into the AGR Program. Pregnancy is not a disqualifying condition for initial appointment. There are no medical waivers for initial appointment in the AGR Program if the soldier does not meet the physical and medical requirements IAW AR 40-501. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date. **AGR Soldiers assigned to their current position for less than 18 months are ineligible to apply.** Persons entitled to Permanent Change of Station (PCS) allowances/benefits may be eligible for consideration contingent upon availability of PCS funds from NGB. (See item #4 below).

ELIGIBILITY CRITERIA: Currently employed Active Duty Personnel, Military Technicians, AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of a new duty position), and IDT personnel within the grades specified above are eligible to apply for this position. If not currently in an AGR status, to qualify for appointment, individuals **MUST MEET ALL** initial eligibility requirements of AR 135-18 and NGR 600-5. (**Note: Individual certifies that he/she meets all eligibility criteria's by signing in Section V of NGB Form 34-1).**

APPLICATION PROCEDURES: Individuals may apply by submitting the following required documents to the HIHRO. Resumes may be included, but are not required.

- (1) Signed NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position), **dated November 2010**. **Signature will be in original or digital signature. Errors, omissions of information, application completed in pencil, or unsigned, and those that are late due to the mail system will be returned without action.**
- (2) Valid proof of medical qualification. Any one of the below listed documents satisfy verification of medical qualification:
 - Medical Protection system (MEDPROS) printout of Individual Medical Readiness (IMR) with PHA date within 12 months reflected. (Preferred method).
 - Current Physical – DD Form 2807 and 2808, within the last 5 years if under 40 years old and within the last year if over 40 years old.
- (3) Last five (5) Noncommissioned Officer Evaluation Reports (NCOERs).
- (4) Certified DA Form 2-1 or ERB with current ASVAB test scores.
- (5) DD Form(s) 214 and/or NGB Form(s) 22 (All periods of active duty).
- (6) Proof of highest level of Civilian Education acquired.

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- (7) Proof of security clearance (JPAS printout).
- (8) Copy of DA Form 705 reflecting passing APFT and passing height/weight data (must meet standards IAW AR 600-9), both taken within six (6) months from the JVA closing date. Also include **three other previous APFTs** for a total of **four scores** submitted.
- (9) Knowledge, Skills, and Abilities (KSAs). Below are listed the KSA's for this position. Each applicant **must address each KSA individually in paragraph format** by explaining any civilian and military work experience(s) (with dates) that provided the KSA. These comments must be addressed in the order they appear below and attached (separate sheet) to the application when applying for the position. **Failure to include the attachment for the KSA statement will result in your application NOT being considered for employment.**
 - (a) Knowledge of the position.
 - (b) Knowledge in the techniques of organization, direction, coordination, and control.
 - (c) Ability to develop, plan, and coordinate complex work assignments.
 - (d) Ability to give specific guidance relative to the position.
 - (e) Ability to follow rigid requirements established by another source.
 - (f) Skills you possess to assist in the improvement of the position or program.
 - (g) Skill in oral and written communications.
 - (h) Knowledge in planning, preparing and conducting infantry squad and platoon level combat operations.
 - (i) Knowledge, skills and ability in leading, managing, training and mentoring infantry Soldiers at the squad and platoon level.
 - (j) Knowledge, skills and ability in preparing, processing and disseminating written combat and administrative orders and training plans, and processing and coordinating for the associated logistical and operational considerations when conducting individual, team, squad and platoon infantry training.

NOTES TO APPLICANTS:

1. Each applicant is personally responsible for submitting his or her application package to the HIHRO on or before the closing date stated on this JVA. Applications postmarked (U.S. Postal Service) on or before the closing date of this JVA will be accepted. Postmarks by private letter carriers (Federal Express, UPS) will NOT be accepted. **Federal law prohibits the use of government envelopes, postage, or facsimile to submit the application. Applications received in such manner will NOT be accepted and will be returned.**
2. Sending application/other supporting forms by email is not allowed. However, personnel who meet eligibility requirements and are currently performing duty outside of CONUS/State of Hawaii are allowed to do so. The applicant must send email with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel must print, and then provide documents to the HIHRO-A office, at 3949 Diamond Head Road, Honolulu, HI 96816-4495, Bldg 306, second floor.
3. Each applicant will ensure that supporting documents, to include diplomas, orders, etc. are submitted with the application as evidence of meeting the APPOINTMENT REQUIREMENTS. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

4. Request for exceptions to, or waivers of APPOINTMENT REQUIREMENTS as specified herein will **NOT** be accepted. Waiver for certain basic ELIGIBILITY CRITERIA will be considered and must receive NGB approval.

5. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Hawaii Army National Guard and upon availability of funds from the National Guard Bureau.

**ARMY NATIONAL GUARD ACTIVE GUARD/RESERVE PROGRAM
QUALIFICATIONS CRITERIA
(ENLISTED PERSONNEL)**

1. BASIC INITIAL ENTRY QUALIFICATIONS:

A. Membership.

1. Must be in a Ready Reserve status and –
 - a. Be a member of the Reserve Component of the Army of which the application for entry in the AGR program is made.
 - b. When applying for an AGR position on Full-Time National Guard Duty (FTNGD) under state control, must be a federally recognized ARNGUS soldier.
2. If a member of the Regular Army, must agree to accept discharge from the Regular Army with concurrent enlistment in the ARNG. Enlistment must be completed prior to reporting to an initial AGR entry point.
3. If a member of the USAR, must agree to accept transfer from the USAR with concurrent enlistment in the National Guard of the appropriate state.

B. Age.

Must be 18 years of age and not reached his or her 55th birthday.

C. Physical and Medical.

1. Prior to entry on AD in the AGR program, must be medically certified as Drug Free and be tested negative for Human Immunodeficiency Virus (HIV), per AR 40-501 and AR 600-110.
2. Must meet the Body Composition standards prescribed in AR 600-9.
3. Must meet the medical fitness standards for retention per AR 40-501, chapter 3. When appropriate, the officer must also meet the medical fitness standards for flying duty per AR 40-501, chapter 4 retention flight physical within 18 months preceding initial entry.

Qualifications Criteria: (cont.)

D. Military Education.

An enlisted soldier must have completed Initial Entry Training (IET).

E. Years of Service.

Must be able to complete a three (3) years initial tour of AD or FTNGD prior to:

1. Completing 18 years of Active Service (AS).
2. The date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.

F. Grade and Specialty.

1. Staff Sergeant or above, must possess the required grade and MOS level authorized for the AGR duty position.
2. Sergeant or below, must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.

G. Reenlistment or Extension

Must be eligible for reenlistment or extension, per NGR 600-200.

H. Security Clearance.

Must possess a valid security clearance required for the grade, MOS / AOC, and AGR duty position.

I. Additional Eligibility Requirements.

1. AGR Soldiers, who were voluntarily released from the AGR program for two (2) or more days, and one (1) year has not elapsed since the date of the release are eligible for a subsequent reentry into the AGR program with a waiver IAW AR 135-18, Table 2-2 D. If selected the Soldier must meet all Initial Entry Requirements to qualify for a subsequent reentry.
2. Soldiers are disqualified from reentry into the AGR program if they were not selected for continuation by a board, were processed for involuntarily release from AD or FTNGD, or for separation because of one of the following:
 - a. For cause, to include unsuitability or unfitness (other than temporary medical disability) for military service.
 - b. As a result of resignation in lieu of adverse personnel action.

Qualifications Criteria: (cont.)

This requirement is nonwaivable IAW AR 135-18, Table 2-6, I and K.

3. All AGR soldiers will sign a Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
4. Must have at least three (3) years remaining on current enlistment on first day on initial AGR tour. Applicants must reenlist or extend their current enlistment in order to meet this requirement.
5. Must not be a candidate for an elective office, holding a Civil Office (full-time or part-time), or engaged in partisan political activities, as defined in AR 600-20.
6. Must not be under current suspension of favorable personnel actions. Additionally, applicants, who are required by AR 600-31 to be under a suspension of favorable personnel actions, as determined by CNGB, are ineligible even if no suspension of favorable personnel actions had been imposed.
7. Applicants must not be entitled to receive Federal Military Retired, Retainer Pay, or receiving Federal Civil Service annuities, or to be eligible for immediate Federal Civil Service annuities.
8. Enlisted applicants, who meet the following dependency criteria(s) are eligible:
 - a. An applicant with no spouse or other dependents.
 - b. An applicant with a spouse and 2 or fewer additional dependents, E4 and below.
 - c. An applicant with a spouse and 3 or more additional dependents, who is in pay grade E5 or above.
 - d. An applicant whose spouse is a member of Regular or Reserve Component of any U.S. Armed Force, whose dependent(s) are under 18 years of age, and have been placed in the custody of an adult (other than the spouse) by court order or approved by State law (if spouse is a member of the Retired Reserve, this custodial restriction does not apply).
 - e. An applicant without a spouse, who has dependents under 18 years of age that have been placed in the custody of the other parent, or another adult by court order, or as provided by State law and is not required to provide child support, or is required by court order to provide child support for 2 or fewer dependents.
9. Additional Eligibility Requirements for Female Personnel

Enlisted female members are eligible to apply for any authorized AGR position, for which qualified, except in those closed units/positions identified under the Direct Combat Probability Code (DCPC) for the ARNG.

2. BASIC SUBSEQUENT DUTY QUALIFICATIONS:

A. Subsequent Duty Definition.

Soldiers on AGR orders beyond the initial 3 year tour of their AGR career.

B. Membership.

Must be serving on duty in the AGR program and –

1. Be a member of the Reserve Component of the Army in which the AGR duty is performed.
2. If in FTNGD status, must be a federally recognized ARNGUS Soldier.

C. Age.

Must be less than 60 years of age.

D. Physical and Medical.

1. Must meet the body composition standards prescribed in AR 600-9.
2. Must meet the medical fitness standards for retention per AR 40-501.
3. When appropriate for AGR duty, the medical fitness standards for flying duty per AR 40-501 or the medical fitness standards for miscellaneous purposes per AR 40-501.

E. Military Education.

Must not have academically failed the United States Army Sergeants Major Course (USASMC) or must not have been released from the United States Sergeants Major Academy (USASMA) for other than hardship approved by Commandant, USASMA.

F. Years of Service.

Will be released from AD/FTNGD upon achieving 20 years AS unless retained by the appropriate ARNGUS AD/FTNGD tour continuation board. Retained ARNGUS enlisted Soldiers will be placed on incremental (two-year) orders which will not exceed the retention control points in NGR 600-5 or 600-10 established under the authority of paragraph 1-4(d) of AR 135-18.

G. Grade and Specialty.

1. Staff Sergeant or above, must possess the grade and MOS required for the AGR duty position.
2. Sergeant or below, must possess the grade equal to, or below, that authorized for the AGR duty position and must possess the MOS required for the AGR duty position. This is a nonwaivable requirement IAW AR 135-18, Table 2-6 E.
3. Excludes Soldiers within the first 18 months of a new duty position.

H. Reenlistment or Extension.

Must be eligible for reenlistment or extension per NGR 600-200.

INSTRUCTOR, INFANTRY, SSG, MOS 11B
QUALIFICATIONS, DUTIES AND RESPONSIBILITIES

References: DA PAM 611-21, Ch. 10-11B Infantryman and 11B Course Management Plan, 2010 and USASMA Instructor Certification Program and NGR 600-200 Ch. 2-23 and 2-24, and AR 614-200 Ch. 6-9.

QUALIFICATIONS:

Prospective candidates must meet all of the following requirements within one year of the AGR start date for this position. This is an immediate fill position and the best candidate for the position will be selected based on current or projected possession of the requirements listed below.

- a. Possess a physical demands rating of very heavy.
- b. Meet or exceed a physical profile of 111221 (PULHES).
- c. Color discrimination of red/green.
- d. Correctable vision of 20/20 in one eye; 20/100 in the other eye.
- e. A minimum score of 90 in aptitude area CO on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 Jan 02 or a minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 Jan 02.
- f. Formal training (completion of MOS 11B course 11B10-OSUT conducted under the auspices of the USA Infantry School) mandatory.
- g. Meet Army height and weight standards IAW AR 600-9
- h. Meet APFT Standards
- i. Graduate of one of the following: Army Basic Instructor Course (ABIC), Total Army Instructor Course TAITC, or Instructor Training Course (ITC) or equivalent, and be awarded the skill qualification identifier (SQI) of "H" or 8.
- j. Graduate of the Small Group Instructor Training Course (SGITC)
- k. Graduate of the Tactical Certification Course (TCC)
- l. Be fully qualified in the 11B MOS in which they will teach
- m. Hold the rank of SSG
- n. Be a graduate of 11B ALC or equivalent
- o. Meet leadership experience of Squad Leader or above and must be documented by an NCOER
- p. Possess mature judgment and initiative
- q. Display good military bearing
- r. Have no speech impediment
- s. Have no record of conviction by special or general courts-martial
- t. Must not be required to register as a sexual offender IAW AR 27-10
- u. Have no personal habits or character traits that are questionable from a security standpoint, such as financial irresponsibility, unusual foreign holdings or interest, heavy drinking, drug abuse, gambling, emotional instability, and so forth.

DUTIES/RESPONSIBILITIES:

The instructors are directly in contact with the students and represent the command in the presentation of the instruction. They serve as the role model for the students. They must be technically competent and professional in demeanor. Their responsibilities include, but are not limited to, those listed below:

- a. Be technically and tactically proficient in all formal instruction presented. Instructors must insure they are thoroughly familiar with the information presented. Equally important, the instructor is expected to be proficient in facilitating the learning activities of the Soldiers by administering, in accordance with the lesson outline, all training and testing in a professional manner.
- b. Maintain classrooms and training facilities in a manner that aids learning. Ensure all necessary course materials and references are on hand and the facilities are neat, clean, and safe and support the training conducted, and that discipline, both in the classroom and in the field, is maintained at all times.
- c. Conduct all classes to TAITC standards and IAW instructor evaluation sheet contained in Annex B of this CMP.
- d. Brief the required safety and environmental impact considerations for every block of instruction conducted. Take immediate corrective action to ensure student and cadre safety when necessary. Report all unsafe conditions to the chain of command.
- e. Being responsive to the needs and problems of the Soldiers while they are under his control. The instructor is expected to aid in solving the Soldiers' problems and direct the Soldiers to the proper source for help.
- f. Providing immediate feedback on student performance.
- g. Be responsive to Soldiers questions and direct Soldiers to the proper resource for answers. Instructors are not obligated to provide answers but must guide Soldiers in determining the answer.
- h. Maintaining records of Soldiers with disciplinary, academic, and/or administrative problems. The instructor will provide the course manager with a record of all counseling sessions.
- i. Maintaining Soldier records as outlined in the CMP, as well as any others required by local policy.
- j. Handing out the Student Evaluation Plan and Student Guide to the students before the training starts.
- k. Conducting safety briefings prior to training and taking immediate action to correct and report all unsafe conditions within the training facilities.
- l. Providing the Soldiers with any required assistance related to access to publications, equipment, forms and instruction.
- m. Evaluating each Soldier's performance on all practical exercises and end-of-block tests. Follow test control measures IAW regulatory guidance.
- n. Counsel students using DA Form 4856E if they fail to achieve a 70% passing grade on any exam. Document that the Soldier's performance does not meet the standard. Document that student understands that failure to meet the standard during retest may be cause to initiate removal and or relief from the course or recycled to a follow on class. Inform the RTI Commandant of the Soldier's failure to meet the required 70% passing score.
- o. Selecting and prescribing appropriate remedial training and retesting when a Soldier does not pass a practical exercise or examination.
- p. Recommending to the course manager/commandant, in accordance with local policy, that a Soldier will be dropped from the course.
- q. Evaluating course materials and administration. Providing suggestions and recommendations to the course manager for improving the course.
- r. Conducting after-action reviews (AARs) after all performance-oriented training.