

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

17 November 2014

**ONE TIME OCCASIONAL TOUR (OTOT)  
Hawaii National Guard  
Vacancy Announcement No. FY2015 - 04  
List of Eligible**

The following Enlisted position vacancy in the Hawaii 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 **One Time Occasional Tour (OTOT)** in Active Guard/Reserve (AGR) status. This vacancy is to be filled through a competitive selection panel process with concurrence by the Hawaii National Guard Chain of Command. Final selection will be based upon qualifications, suitability and available manpower resources.

**POSITION AND LOCATION:** Senior Enlisted Leader for the Hawaii National Guard working for the Adjutant General located at 3949 Diamond Head Road, Honolulu, HI 96816 and serve concurrently as the Hawaii Army National Guard Command Sergeant Major, E9, 00Z6O, HIARNG Element, Joint Forces Headquarters. 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 16 December 2014.** The list of eligible will be based upon the APPOINTMENT REQUIREMENTS and AREA OF CONSIDERATION applicable to the specific vacancy.

**POSITION DESCRIPTION:** See below for general description of Duties and Responsibilities.

**AREA OF CONSIDERATION:** Open to **Present, Enlisted** service members in the grade of E9, with the current or former rank of Command Sergeant Major (CSM) belonging to the Hawaii Army National Guard.

**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 Area of Consideration as stated above, who is currently on suspension of favorable actions, will **NOT** be considered. Selectee must meet the requirement(s) of the military duty position. Upon selection, the selectee will be medically evaluated for clearance 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 the start of tour. Individual must also have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to start 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 start of tour. Individual will be required to participate in IDT, AT, Special Projects, or other activities requiring their presence. 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 #5 below).

**ELIGIBILITY CRITERIA:** Current members of the Hawaii Army National Guard within the rank specified above are eligible to apply for this position.

**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, version November 2013). **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) Medical Protection System (MEDPROS) printout of Individual Medical Readiness (IMR) with PHA date within 12 months reflected.
- (3) Last five (5) Noncommissioned Officer Evaluation Reports (NCOERs).
- (4) Certified ERB.
- (5) DD Form(s) 214 (All periods of active duty).
- (6) NGB Form 23B (RPAM Statement).
- (7) Proof of highest level of Civilian Education acquired.
- (8) Proof of security clearance (JPAS printout). Must possess a Top Secret clearance or be able to obtain this clearance upon notification of selection.
- (9) 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 JVA closing date. **Also include three additional previous APFTs.**

### 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.**

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2. Sending application/other supporting forms by e-mail 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 e-mail with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel must print and then provide documents to the HHRO-A office at 3949 Diamond Head Road, Honolulu, HI 96816-4495, Bldg 306, Rm 214.
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.
6. **This is a One Time Occasional Tour (OTOT). Selection for this position does NOT constitute accession into a permanent AGR program.** Tour may be extended for two (2) additional years with TAG approval, not to exceed a total of five (5) years.

### DESIRABLE ATTRIBUTES FOR THE POSITION:

- ❖ Possess the ability to anticipate and respond to surprise and uncertainty
- ❖ Possess the ability to operate on intent through trust, empowerment and understanding
- ❖ Possess the ability to anticipate, recognize change and lead transition
- ❖ Possess the ability to make ethical decisions based on the shared organizational values, collaboration and humility while fostering a climate of fairness.
- ❖ Possess the ability to think critically, strategically and a “seek to understand” philosophy.
- ❖ Must be in complete compliance of Air Force and Army Core Values.
- ❖ Must be highly motivated, proactive and a self-starter.
- ❖ Have exceptional leadership and managerial skills.
- ❖ Have the ability to write and speak distinctly.
- ❖ Must exude a professional image regarding every standard of dress and appearance while being the positive example by adhering to the National Guard fitness standards.
- ❖ Must agree to serve a minimum tenure of 3 years as the Senior Enlisted Leader.
- ❖ Must be active in community relations and involvement.
- ❖ Must be affiliated with Professional organizations.
- ❖ Time available above UTA and annual training requirements.

**POSITION DESCRIPTION OF THE STATE JOINT FORCES**  
**SENIOR ENLISTED LEADER**

**INTRODUCTION:**

This position is located in the Command Group of the Joint Force Headquarters within the state. As a member of the Joint Force Headquarters command staff, the incumbent serves as the Senior Enlisted Leader in the state managing the military aspects of all full time and traditional National Guard enlisted members. Personnel covered by the program include enlisted personnel at all ranks within the state Army National Guard and Air National Guard. As the Enlisted Program Manager for the state, the incumbent serves as the primary advisor and spokesperson regarding issues related to the analysis and enforcement of established policies and standards for all enlisted members. Program areas managed include military issues related to readiness, as well as the performance, care, conduct, appearance, effective personnel utilization, management, and training of all enlisted guard members within the state. The incumbent is also responsible for ensuring subordinate Non-Commissioned Officers (NCOs) comply with the state's enlisted program goals and objectives. Regularly interacts with senior enlisted advisors of other Department of Defense (DoD) components. Participates in a variety of DoD, Federal, and State level advisory councils.

**DUTIES AND RESPONSIBILITIES:**

(1) Manages, studies, analyzes and oversees the administration, coordination, planning, development, and execution of all National Guard (NG) enlisted members programs with particular emphasis on readiness, morale, welfare, discipline, performance, training, awards and recognition, recruiting, equal opportunity, promotion, assignment and reassignment, administration and utilization, as they affect the service contributions of NG enlisted personnel to the accomplishment of the state's missions. Identifies state and federal NG requirements and develops comprehensive Joint Forces Headquarters – State (JFHQ-S) plans to support goals and objectives established by the Department of Defense (DoD), Army, Air Force and the National Guard Bureau (NGB). Provides input and recommendations to the Joint Chief of Staff (CoS), Assistant Adjutant General (ATAG), and the Adjutant General (TAG) in the operations and activities applicable to all functional areas of the NG.

(2) Conducts studies to develop plans and programs designed to develop and maintain high enlisted esprit de corps and morale in all elements of the NG; comprehensive individual and unit indoctrination and mission awareness; prevention and resolution of complex issues affecting the enlisted ranks and prompt and appropriate recognition of individual enlisted personnel whose service is at a conspicuously high level of visibility.

(3) Directs, advises and coordinates with Non-Commissioned Officers (NCOs) and other enlisted organizations, councils, groups, etc., and their representatives. Participates in the resolution of policy, doctrinal and regulatory misunderstandings that could result in

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adverse effects on enlisted personnel. Works to further the intent of the Adjutant General's programs conceived and implemented to improve enlisted morale, understanding, mission awareness, career dedication and upward mobility in the context of the overall state mission as it relates to the overall mission of the National Guard.

(4) Counsels enlisted personnel on issues not referred through official military or technician channels. Advises the Adjutant General and state NG leadership and staff, as well as other appropriate supervisors, when friction areas arise and formulates means of resolution. Analyzes friction indicators and determines the best means of improvement and clarification, etc., when new and far-reaching policies impact enlisted personnel.

(5) Develops, participates, provides guidance in planning, publicizing and administering enlisted "awards and recognition" programs. Provides guidance to NG Military personnel sections to assure proper dissemination, clarification and administration of promotion policies. Furthers and develops programs that will enable all enlisted personnel to utilize promotion possibilities, opportunities for Warrant Officer appointments, or to achieve commissioned status. Oversees appropriate military personnel sections in the promulgation of programs for enlisted career orientation.

(6) Analyzes and determines the best course of action, in the preparation, inception and maintenance of recruiting and retention programs. Coordinates with and mentors Recruiting and Retention Officer in general recruitment. Monitors the Equal Employment Office in minority recruitment and gives guidance to the Human Resources Office in recruitment of qualified technicians and AGR enlisted personnel. Oversees all enlisted welfare programs that provide advice on qualifications, advancement, benefits, retirement, etc. Sits as president of Enlisted Selection Boards, NCO promotion boards and NCO leadership boards. Serves as the President on the Command Promotion and Retention Boards for Senior ARNG NCOs. Counsels and mentors Senior NCOs about the enhancement and maintenance of their retention and promotion potential.

(7) Analyzes directives, regulations and other documents originating at higher headquarters or gaining commands and notes actual and anticipated impact on the duties and responsibilities of enlisted personnel. Reviews, oversees, and monitors the preparation of directives of the Adjutant General and Chief Administrative Officer (CAO) to assure proper and timely guidance to the STARC Staff and subordinate units. Develops feedback systems to assure compliance with and full understanding of regulatory requirements that depend on or affect enlisted standards and morale.

(8) Reviews and provides counsel to the Adjutant General, the CAO, and the Senior NG Staffs on all inquiries concerning operations, administration, policy, etc., that affect, or are projected to affect, enlisted personnel. Initiates correspondence to all military, AGR and technician echelons of the National Guard, individual Guard members, other federal, state and civilian agencies, and appropriate military headquarters, on all matters affecting enlisted personnel and state and federal missions of the National Guard.

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(9) Performs frequent year-round visits for the purpose of observing, in military and technician contexts, the organizations, units and activities of the National Guard. Observes and evaluates the administration of all programs pertaining to and affecting enlisted personnel and the extent to which they are being carried out. Assures enlisted personnel have a full understanding of those regulations, directives, guidance documents and policy, etc., pertaining to their service under the overall mission of the National Guard and specific missions of their units. Makes recommendations for improvement, expansion, increased enlisted involvement and command utilization, etc., and oversees the development of local and statewide SOP's and other guides that further the understanding among enlisted personnel and provide dynamic motivation for efforts toward attainment of readiness. Develops command enlisted personnel policies in concert with the employer support of the guard and reserve (ESGR) state coordinator. Represents the Adjutant General at special employer recognition ceremonies throughout the state. Briefs employers on their obligation under the Uniformed Service Employment Reemployment Rights Act (USERRA).

(10) Makes frequent visits to organizations, units, facilities and activities, and alerts them to the ramifications of all transactions affecting NG enlisted personnel. Participates in various ceremonies, formal occasions, etc., as the representative state's senior enlisted NCO. May make direct contact with MACOM/MAJCOM's, congressional or state legislators. May accompany the Adjutant General to various meetings, ceremonies, or functions.

(11) Holds frequent year-round Command Sergeants Major/Command Chief Master Sergeants Call, to disseminate information, instructions and guidance, and to accommodate, on behalf of the Adjutant General, the evaluations, estimates, suggestions, and outlooks of the Senior NCO. Acts as the bridge between the Adjutant General and senior staff, and the Command Sergeants Major and Command Chief Master Sergeants of the Army and Air National Guard.

(12) Promotes programs that save time, materiel and funds, in which Command Sergeants Major, Command Chief Master Sergeants, and Senior NCOs can participate. Promotes safety programs concerning all phases of state Army and Air National Guard training and operations.

(13) Performs other duties as assigned.