

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

21 November 2014

**ONE TIME OCCASIONAL TOUR (OTOT)
Hawaii Army National Guard
Vacancy Announcement No. FY2015 - 06
List of Eligible**

The following Warrant Officer 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 **ONE TIME OCCASIONAL TOUR (OTOT) to 30 September 2015** in Active Guard/Reserve (AGR) status. This vacancy is to be filled through a competitive selection panel process with concurrence by the Hawaii Army National Guard Chain of Command. Final selection will be based upon qualifications, suitability, and available manpower resources.

POSITION AND LOCATION: Aviation Training Officer, CW3, 154FF, Co B, 1-171st Aviation, Hawaii Army National Guard, WAAF, Schofield Barracks, 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 5 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, Warrant Officers** belonging to the Hawaii Army National Guard, in the grade of CW2 – CW3. All applicants **MUST** be 154F qualified.

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).

APPOINTMENT REQUIREMENTS: Warrant Officer personnel, in the Area if Consideration as stated above, who are currently on suspension of favorable actions, will **NOT** be considered. 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 ranks 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) Officer Evaluation Reports (OERs).
- (4) Certified ORB.
- (5) DD Form(s) 214 (All periods of active duty).
- (6) NGB Form 23B (Retirement Points Statement).
- (7) Proof of highest level of Civilian Education acquired.
- (8) Proof of security clearance (JPAS printout).
- (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.**
- (10) Knowledge, Skills, and Abilities (KSAs). Below are listed the KSAs 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. Skills you possess to assist in the improvement of the position or program.
- f. Skill in oral and written communications.

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 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 HIHRO-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) with the end date of 30 September 2015. Selection for this position does NOT constitute accession into a permanent AGR program.

AVIATION TRAINING OFFICER, CW2-CW3

DUTIES AND RESPONSIBILITIES

1. **Introduction:** This Active Guard/Reserve (AGR) full-time unit support position is located at the aviation company level units and aviation intermediate maintenance units in the Army National Guard.
2. **Purpose:** To provide training assistance within the organization for the development, coordination and implementation of general and detailed training plans, programs, policies, and directives to enhance the training readiness and mobilization capabilities within an aviation unit.
3. **Duties and responsibilities:**
 - a. Responsible for carrying out the commander's plans and programs for the accomplishment of the units' training objectives and missions.
 - b. Directly supervise assigned fulltime manning personnel; responsible for coordinating and managing the overall duties, responsibilities, and actions of AGR personnel.
 - c. Develops comprehensive training schedules and plans which integrate the METL and unit missions with the aircrew training program (ATP); ensures compliance with directives and publications of higher headquarters and maximizes collective aircrew training programs during unit training assemblies and annual training; develops a comprehensive program of scenario training which drives the individual, crew, and collective aircrew training programs; assists the commander in the evaluation of unit training to ensure a logical progression of training and corrective actions of identified deficiencies.
 - d. Assists the commander in designating aviator flight activity categories (FAC), pilot-in-command designations and selecting appropriate tactical/special mission tasks/iterations for each aviator position based upon mobilization and contingency missions.
 - e. Periodically checks unit IAFT's to ensure all required flight and academic training is complete and documented; prepares request for waivers or suspension from flight status, due to failure of a unit aviator from completing aircrew training program requirements.
 - f. Provides coordination with AASF on specific tasks/scenarios to be conducted during AFTP's to enhance the overall individual and crew training programs.
 - g. Ensures collective training is maximized during IDT's and annual training; coordinates unit IDT and AT aircraft, flying hour program, gunnery and support personnel requirements to support this training with the appropriate facility commanders.
 - h. Maintain close liaison and work directly with the supporting AASF during the development, planning and implementation of aircrew and enlisted MOS training.
 - i. Monitors the MOS qualification program within the unit.
 - j. Directly responsible to the commander for the training readiness of the unit; reviews for accuracy MOS qualification status reports, unit status reports and other training related reports required by higher headquarters, prior to

submission to the unit commander; supervises the preparation of training charts, schematics, and graphs for use during briefings and/or training; assists the supporting AASF during the preparation of the semi-annual aviator training report (RCS: ARNG-170).

- k. Assists with the continual review, evaluation, updating and preparation of unit tactical and administrative SOP's to ensure compliance with current training directives and regulations.
- l. Prepares the unit annual flying hour program requirements; provides the commander with technical assistance, monitoring, and guidance in the accomplishment of the unit flying hour program.
- m. Monitors and provides technical assistance in the development of unit mobilization and movement plans, supervises the development of a comprehensive unit loading plan; supervises periodic testing of unit alert plans.
- n. Attends all scheduled additional training assemblies and provides technical assistance and guidance for the preparation of training.
- o. May be required to assist other aviation units' training programs for the enhancement of the overall readiness posture.
- p. May be required to attend special schools and/or conferences, as appropriate.
- q. Programs and monitors training funds necessary to accomplish all training requirements and completes required forms.
- r. Performs other duties as assigned or required.
- s. Assigned as the Tactical Operations Officer (Tac Ops Off) for the unit.

Description of positions. Identifies positions that require assignment of warrant officers qualified to plan, schedule, coordinate and brief Organic, Joint/Combined tactical and non-tactical aviation missions; develop, plan, and coordinate Electronic Warfare Operations and disseminate information, provide technical/tactical expertise for the operations of the Digital TOC, Army Battle Command System (ABCS), Aviation Mission Planning System (AMPS), and related systems, and be the primary coordinator for Digital TOC Operations Personnel; must have a minimum of 50 hours pilot-in-command time.

- 4. Supervisory controls: Works under the direct supervision of the unit commander. Day-to-day functions are coordinated by the battalion training officer in those units authorized a training assistant. In other units, day-to-day activities are coordinated with the next higher level supervisor. Work is performed on own initiative within established policy, procedure, and directives. Performance is evaluated in terms of effectiveness, adequacy, and compliance with directives and policy.
- 5. Qualification requirements.
 - a. Must be familiar with the soldier's manual, aircrew training program, BTMS, and appropriate training regulations and publications.
 - b. Must maintain status as an Army National Guard ARL-1 aviator. This requirement does not apply to non-related maintenance warrants in AVIM units.
 - c. Must possess a security clearance not lower than **SECRET**.
 - d. Must be able to operate military vehicles organic to unit of assignment.