

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

19 February 2015

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)  
VACANCY ANNOUNCEMENT NO. FY2015 - 09  
List of Eligible**

The following Commissioned 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 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:** Recruit Sustainment Program Training Officer, O3, 42B, Hawaii Recruiting and Retention Battalion, 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 5 March 2015**. 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 Commissioned Officers**, who are current members of the Hawaii Army National Guard, in the grade of O2 – O3. For initial tour applicants they MUST have completed Basic Officer Leadership Course. If a waiver is required for an initial tour or for a subsequent tour (AR 135-18, Table 2-2 & 2-5), the waiver must be approved prior to the closing date of the Job Vacancy Announcement. **Please see below tiers. All Tier 2 applications will only be reviewed as needed at the discretion of the unit.**

**Tier #1:** Open to initial tour applicants qualified in 42B. AGR Soldiers (excluding those within the first 18 months of an initial tour) must be able to become 42B qualified within 12 months of tour assignment.

**Tier #2:** Open to all officer AOC.

**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, sex, national origin, public affiliation, or any other non-merit factor(s).

**THIS ANNOUNCEMENT WILL BE POSTED ON UNIT BULLETIN BOARD  
UNTIL CLOSING DATE**

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**APPOINTMENT REQUIREMENTS:** Commissioned Officer personnel, in the grade of O2 – O3, 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 in the AGR Program. 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 on their initial tour and 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 #5 below).

**Note:** Applicants for Positions of Significant Trust and Authority (POSTA) must meet all requirements listed below prior to becoming eligible for acceptance into the AGR program.

- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC).
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424).
- Must not be listed on the National Sex Offender Public Website, (<http://www.nsopw.gov>) verified and signed by the interviewing agency.
- Must provide written consent that authorizes Department of Defense to access criminal history record information for POSTA and receive favorable results from the Nationwide FBI Database digital fingerprint capture system check. This check is completed by the State Security Manager.
- Must complete a DD Form 369 for use in Police Records check.
- Must complete, and provide, a favorable Behavioral Health Interview (DA Form 3822).

**ELIGIBILITY CRITERIA:** Currently employed Military Technicians, AGRs, and IDT personnel in the Hawaii Army National Guard 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 Part VI 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), **version November 2013. Signature will be in original or digital signature if currently deployed. 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).

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- (4) Officer Record Brief (ORB).
- (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.
- (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 JVA closing date. **Also include three additional previous APFTs for a total of 4 scores submitted.**
- (9) Local Agency Police Records Check less than 30 days old at time of application submission.
- (10) DD Form 369
- (11) Sex Offender Verification of NO SEX OFFENDER RECORD (<http://www.nsopw.gov>)
- (12) 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) 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. Waivers for certain basic AREA OF CONSIDERATION or ELIGIBILITY CRITERIA requirements will be considered and must receive NGB approval prior to closing of the Job Vacancy Announcement.
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  
(OFFICER PERSONNEL)**

**1. BASIC INITIAL ENTRY QUALIFICATIONS:**

**A. Membership.**

Must be in a Ready Reserve status and –

1. Be a member of the Reserve Component of the Army of which the application for entry in the AGR program is made.
2. When applying for an AGR position on Full-Time National Guard Duty (FTNGD) under state control, must be a federally recognized ARNGUS soldier.

**B. 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.

**C. Military Education.**

An officer in the grade of:

1. Lieutenant or Captain, with less than 5 years Time In Grade must have completed Basic Officer Leadership Course.
2. Captain, with at least 5 years Time In Grade must have completed a Captain's Career Course.

**D. 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.

**E. Grade and Specialty.**

If an officer:

1. Must possess the grade equal to or below that authorized for the AGR duty position.
2. Must possess the Military Occupational Specialty (MOS) / Area of Concentration (AOC) commensurate with the AGR duty position.
3. If assignment or attachment as an Aviator, AMEDD, Chaplain, JAGC, or Warrant Officer duty position in the AGR program, the assignment must not be restricted by AR 140-1-, NGR 600-100, or NGR 600-101.

**F. Security Clearance.**

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

**G. Failure of Selection for Promotion.**

Must not have failed selection for promotion on latest consideration by a mandatory board.

**H. 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 involuntary 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. Nonselection for promotion by a mandatory officer promotion board convened by HQDA unless subsequently selected.
- c. As a result of resignation in lieu of adverse personnel action.  
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. Must not have received a special derogatory Officer Evaluation report (OER), as prescribed by AR 623-3 in the last 12 months period preceding the date of application.
- 9. Personnel who are required to perform flying duties as a requirement of the FTS position, or who occupy an MTOE/TDA position, which is annotated with the prefix "F" must meet the requirements for the ARNG flying status and be on NGB flying status orders.
- 10. Female officers 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 not have reached mandatory removal based on age, 10 USC 14509 or 1164.
- 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.  
An officer in the grade of Captain, with at least 5 years time in grade, must have completed Captain's Career Course.
- F. Years of Service.  
A commissioned officer (excluding commissioned warrant officers):
  - 1. Must not have attained 20 years of AS.
  - 2. Must not have reached mandatory removal based on years of Service.
- G. Grade and Specialty.
  - 1. Must possess the grade equal to, or below that authorized for the AGR duty position and must possess or be able to gain within 12 months, the specialty required for the AGR duty position.
  - 2. Must not be restricted by NGR 600-100, NGR 600-101 or AR 140-10, on assignment or attachment to an aviator, AMEDD, chaplain, JA, or warrant officer duty position in the AGR program.

**RECRUIT SUSTAINMENT PROGRAM TRAINING OFFICER, O3, 42B00**  
**DUTIES AND RESPONSIBILITIES**

1. Special requirements:
  - a. **Military Experience:** Commensurate with grade requirements.
  - b. Excellent speaking and writing ability.
  - c. Extensive knowledge of the organization, missions and function of the ARNG.
  - d. Experience in planning, organizing and managing personnel programs.
2. Supervisory controls: Works under the supervision and control of the Recruiting and Retention Battalion (RRB) Commander; performs duties with minimum supervision after receiving general guidance. Performance is evaluated and reviewed for accomplishment of long and short-range objectives.
3. Justification: Position required to provide guidance to recruiting and retention NCO's and NCOIC's; manages the Recruit Sustainment Program (RSP) personnel; responsible for the accomplishment of operational actions related to training new enlisted and select prior service personnel, monitors the Recruit Sustainment Program for management adjustments; assists in determining program requirements and standards for the cadre assigned to the program, to include training, and logistical support, supports the mission of preparing Soldiers to be mentally prepared, administratively correct, and physically fit prior to entry into basic combat and advance individual training.
4. Position description: This position is located at the 298<sup>th</sup> Regional Training Institute. The incumbent manages the FTRF within assigned area. Tasks, duties and responsibilities to be performed include:
  - a. Manage, supervise, and train all AGR and ADOS personnel and civilian contractor employees associated with the Recruit Sustainment Program.
  - b. Receives, accounts for, and sponsors all new Non-prior Service and selected Prior Service Soldiers into the HIARNG.
  - c. Coordinates with the RRNCOs, RRNCOICs, Military Entrance Processing Station (MEPS), and Training Bases to identify Soldiers at risk of non-ship and implement control measures to reduce training pipeline losses.
  - d. Responsible for initiating and tracking renegotiated/cancelled training seats through MEPS GC.
  - e. Ensures the VULCAN database and RSP public folders are updated for Soldiers attached to the program.
  - f. Establishes and helps resolve issues such as pay problems, MYPAY electronic accounts, centers of influence (CEI), AKO accounts, and ensures issues are resolved prior to Soldiers ship dates to IADT.
  - g. Responsible in establishing and maintaining communications with ARNG training base Liaisons, functioning as the HIARNG IADT Manager providing technical advice to the RSP Commander regarding resolving Soldier's issues including MOS reclassifications.
  - h. Ensures SEARS curriculum is implemented through all phases of the program.
  - i. Creates and publishes yearly RSP training calendars/schedules and recommend implementing changes for improving training within the commander's intent.
  - j. Informs the RRB Commander of changes to Soldier's status while at IADT.
  - k. Coordinates with different MSCs, G1, G3, G4, and 298<sup>th</sup> RTI to resolve all administrative and logistical issues (i.e. equipment, promotions, meals, and classroom usage).
  - l. Establishes and maintains a good working relationship with RSP Soldier's assigned units and updated commands of personnel changes.
  - m. Contributes significantly to the development and implementation of the HIARNG RSP SOP and coordinates with NGB-RSP for validation of the program.
  - n. Verifies transportation of applicants to MEPS on ship dates.
  - o. Recommends disciplinary actions for unit members, as required.
  - p. Performs other duties as assigned.