

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

26 October 2015

ARMY ACTIVE GUARD/RESERVE TOUR (FTM)
VACANCY ANNOUNCEMENT NO. FY2016 - 01
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: Logistics NCO, E7, 92Y4R, 93d Civil Support Team (WMD), Hawaii National Guard, Kapolei, 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 9 November 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, Enlisted** service members who are currently serving in an AGR position in the Hawaii Army National Guard, in the grade of **E6 – E7**. All applicants must be qualified in the MOS 92Y. Excludes Soldiers within the first 18 months of an initial tour. These are nonwaivable requirements.

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).

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

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APPOINTMENT REQUIREMENTS: Enlisted personnel, in the grade of **E6 – E7**, 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. 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. If required, an investigation will be initiated for a security clearance. Unfavorable results will be cause for immediate separation. 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 an initial tour 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 in Notes to Applicants).

SPECIAL ELIGIBILITY REQUIREMENTS FOR WMD-CST DUTY: To qualify for selection to WMD-CST positions, the applicant must –

- (1) Complete a physical examination IAW paragraph 9-3 of NGR 500-3 before completion of the hiring process. HAZMAT Technician certification requires that each individual on the WMD-CST maintains the minimum medical standards noted throughout their duty assignment.
- (2) Undergo urinalysis drug screen testing upon entry on active duty and periodic testing while assigned to WMD-CST duty.
- (3) Uphold the highest standards of conduct and personal appearance.
- (4) Ensure that outside employment, associations and off-duty conduct/activities are consistent with Federal directives on ethics and with State and Federal conflict of interest policies. Commanders must maintain a copy of the written approval for outside employment of AGR members. However, this employment must not impact the unit mission accomplishment or unit readiness.
- (5) Agree to minimum three-year tour on the WMD-CST after completion of CSSC. All WMD-CST members will attend the CSSC, an eight to nine week primer course that should be completed upon selection into the WMD-CST program.

Additional training requiring for the awarding of the Additional Skill Identifier (ASI) must be completed within the first 18 months of assignment in the duty position. All applicants with a history of Physical Profile capacity of P-3 or higher IAW AR 40-501 will be screened out prior to consideration for WMD-CST assignments. Following initial medical screening the applicant must have an AR 40-501 Chapter 3 Accession Standards physical examination incorporating forms, laboratory tests, and screening tests identified in Appendix I of NGR 500-3 for ARNG personnel. This physical examination must also satisfy the requirements in Code of Federal Regulations (CFR) 1910.120(f). The ability to don and perform physical tasks in PPE is a requirement for all team members. WMD-CST candidates will be screened IAW DA PAM 40-8 and given Pulmonary Function Tests (PFT) prior to accession. These tests will be monitored and results evaluated by the unit HCP. Candidates who do not meet the minimum physical requirements or have medical/psychological conditions that would preclude service on the WMD-CST may not be considered for placement on the WMD-CST. The WMD-CST Commander will review the results with the HCP and will determine eligibility for placement.

All members of the WMD-CST will be administered the standard regimen of individual medical readiness (IMR) immunizations. Given the risk of possible exposure WMD-CST members may encounter while executing their mission, they will also receive the immunizations recommended by the Military Vaccine Agency (MILVAX) IAW AR 40-562. Specifically, WMD-CST members will be administered anthrax and smallpox vaccines IAW DoD guidance.

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ELIGIBILITY CRITERIA: Current Hawaii Army National Guard AGR Soldiers (excluding Soldiers within the first 18 months of an initial tour) who meet the grades/requirements 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 Enlisted Record Brief (ERB) with current ASVAB test scores.
- (5) DD Form(s) 214 (All periods of active duty).
- (6) NGB Form 23B (Retirement Points Statement).
- (7) DA Photo taken within the last 24 months.
- (8) Proof of highest level of Civilian Education acquired.
- (9) Proof of **SECRET** security clearance (JPAS printout). **If there is no secret clearance than provide Local Agency Check (LAC).**
- (10) Copy of DA Form 705 reflecting passing APFT and passing ht/wt 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 4 scores submitted.**
- (11) 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) and applications submitted by fax 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 can do so by sending an 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.

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

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.
- 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 an initial tour.
- H. Reenlistment or Extension.
Must be eligible for reenlistment or extension per NGR 600-200.

LOGISTICS NCO, E6-E7, 92Y DUTIES AND RESPONSIBILITIES

- 1. Supervisory Control. Works under the supervision of the CST Deputy Commander; accomplishes day-to-day requirements independently in accordance with established policies/procedures and commander's guidance.
- 2. Duties and Responsibilities
 - a. Responsible for all unit equipment accountability, acquisition and maintenance. Provides budget assistance to the Deputy Commander in logistical matters. Monitors mission status of all critical equipment to ensure the unit is capable of 72-hour sustainment during WMD response.
 - b. Responsible for supervision of decontamination line assembly, operations, emergency response and breakdown during unit operations. Participates in/monitors WMD (CST) chain-of-custody sample transfer procedures. Follows the National Institute for Occupational Safety and Health (NIOSH) Guide when responding to incidents utilizing the appropriate respiratory protection. Maps out the physical

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layout of the decontamination line at the incident site. Responsible for the supervision of the unit's administration section (by TDA Admin/Log).

- c. Manages the unit's supply and maintenance program; has a working knowledge of the standard property book system-redesign (SPBS-R), standard Army maintenance system-1 (SAMS-1), direct support standard supply system (DS4), and/or the manual property book system (MPBS), and the automated/manual supply systems for the CST community by way of the Defense Consequence Management Support Center, Lexington, KY (DCoMSUPCEN) as applicable to the units' requirements; conducts on-going cross-coordination with all other fulltime personnel in the unit to ensure that short and long range readiness requirements are understood and accomplished in a timely manner; supply maintenance and service operations, to include but not limited to:
 - (1) Monitoring supply discipline in the organization; conducting unit CTA 50-900 showdown inspections; responsible for the unit's Command Supply Discipline Program (CSDP) and Standard Evaluation Assistance Team (SEAT – an NGB directed inspection program); coordinating loans and returns of equipment, both internal and external to organization; training, supervising, and evaluating work performance of lower skill-level personnel, determining training requirements, and recommending corrective actions; reviewing advance copies of MTOE/TDA to validate the logistics portion; completing DA Form 4610R to correct errors which are found during and after validation; conducting property reconciliation within the command.
 - (2) Taking responsibility for the command organizational supply management system (OSMS) program; reviewing policy and doctrine publications to determine adequacy of organizational policies and procedures and advising on supply and service matters; maintaining and updating logistics publication library, as required; ensuring subordinate unit supply operations are not interrupted in the absence of unit supply personnel; ensuring joint inventories are conducted prior to temporary transfer of responsibility for units supply operations.
- d. Coordinating and monitoring operations support of organic/attached elements performing supply and related service operations such as laundry, bath, graves registration, decontamination, transportation, property disposal, commissary operations, and resupply by airdrop, as required; coordinating and monitoring open and covered storage, receiving, classifications, issue, materiel handling, supply locator systems, safety and supply security operations, as required.
- e. Assisting and monitoring management of material support, functions in stock control and accounting, procurement, inventories control, and item financial management. This includes but is not limited to:
 - (1) Assisting the USP&FO representative with the annual or change of property book officer reconciliation of property records, as appropriate.
 - (2) Reviewing adjustment documents (state of changes, cash collection vouchers, administrative adjustment report, reports of survey) for administrative accuracy prior to forwarding to central property book officer, USP&FO, or approving authority, as appropriate.
 - (3) Monitoring the edit of requisitions prepared by subordinate units before forwarding to the CPBO, if applicable; ensuring hand receipts are properly prepared, completed, and signed by the appropriate hand receipt holder before forwarding to the CPBO, if applicable.
 - (4) Monitoring and assisting commanders/property book officers with annual and/or change of command/property book officer inventories to ensure required documentation and adjustment documents are completed and forwarded, as applicable; coordinating the conduct of annual reviews and unannounced verification of cash counts of subordinate unit dining facility records, as applicable; monitoring submission of ration requests to include submission of subsistence support requests and reports; participating in and/or monitoring required food service reviews; maintaining and monitoring use of cash meal payment books (DD Form 1544); monitoring subordinate units and maintenance facilities quality surveillance program for POL/ Medical and other shelf life items; developing SOPs, as required; ensuring identified excess is laterally transferred/turned-in in a timely manner; assisting subordinate unit supply personnel in accomplishing day-to-day supply functions.

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- f. Serves as unit Staff S4 for all MDMP sessions and produces Logistic annex to all unit orders; analyzes reports on supply and service support operations for administrative accuracy; determines trends and makes recommendations to include, but not limited to:
 - (1) Material condition status reports.
 - (2) Unit status reports.
 - g. Monitors and assists in the development of PLLS, authorized stockage list, repair parts supply procedures, and other administrative and managerial supply procedures, as required; develops and coordinates mobilization logistic plans common to the entire command; ensures subordinate units develop unit unique plans and maintains adequate log data files IAW FORSCOM mobilization and deployment planning system (FORMDEPS); monitors unit movement planning, to include:
 - (1) Reviewing and coordinating unit movement plans.
 - (2) Reviewing unit load plans and monitoring unit test loading.
 - (3) Assisting units with automated unit equipment list (AUEL) reporting.
 - h. Performs liaison between staff and supported personnel to improve effectiveness of supply transportation and maintenance support activities; serves as the fulltime maintenance coordinator for the organization; supervises preparation of and/or review/analyze technical studies, evaluations, special reports, correspondence, and records pertaining to unit maintenance operations, training, and related operations, as applicable, and makes recommendations; prepares and/or analyzes the unit's material condition status report for use with the unit status report and for submission to the command logistics officer or surface maintenance manager, as required; monitors unit maintenance-related administrative functions and preparation of records and reports and training of unit maintenance personnel; assists the S4 in the preparation of maintenance operations, plans, policies and procedures.
 - i. Monitors coordination of support or installation maintenance facilities for maintenance support, on-site application of MWOs or equipment repair, evacuation of equipment that is beyond organic capabilities, and required transportation clearances or support; monitors coordination with supporting MATES/UTES facilities for unit issues and turn-ins; monitors training of subordinate personnel in the use of TAMMS, PLL, and automated systems; monitors plans, procedures for receipt, storage, inspection, repair, and testing of repair parts and components, and makes recommendations, to include:
 - (1) Recommending corrective actions for deficiencies in maintenance and repair parts supply.
 - (2) Coordinating with state, division, or brigade level MAIT and COMET teams for required assistance, instruction, or inspection visits as a member of either team, as required.
 - (3) Monitoring the establishment and control of unit maintenance technical publication files.
 - (4) Monitoring shop safety programs.
 - (5) Having to travel on TDY, when required.
 - j. Performs other duties as required or assigned.
3. Special Announcement criteria. Subject to long hours, frequent deployments and training TDYs and continuous training in areas of HAZMAT and WMD response scenarios. Member will be on call 24/7/365; therefore leaves will be carefully managed. High physical fitness levels (PT 5 days a week; must maintain a minimum of 250 on the US Army PT test), employment of advanced communications systems, use of Self-Contained Breathing Apparatus (SCBA), and military air & sea deployment training are components of the position. Member will be required to undergo vaccinations including Anthrax and Smallpox and continually pass annual OSHA physicals.