

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

30 November 2015

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)  
VACANCY ANNOUNCEMENT NO. FY2016 - 03  
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:** Plans Officer, O3, AOC 19C, HHT, 1st Squadron, 299th CAV, Hawaii Army National Guard, Hilo, 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, 18 December 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**, belonging to the Hawaii Army National Guard in the grade of O2 – O3. All applicants **MUST** be qualified in the AOC 19C, 19A or 11A per NGR 600-5 and AR 135-18. 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, sex, national origin, public affiliation, or any other non-merit factor(s).

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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 an 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).

**ELIGIBILITY CRITERIA:** Hawaii Army National Guard Soldiers (excluding AGR Soldiers within the first 18 months of an initial tour) 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 qualifications of AR 135-18 and NGR 600-5. (**Note: Individual certifies that he/she meets all eligibility criteria by signing in Section 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).
- (4) Officer Record Brief (ORB).
- (5) NGB Form 23B (Army National Guard Retirement Points History Statement).
- (6) DD Form(s) 214 and/or DD Form(s) 220 (All periods of active duty).
- (7) DA photo taken within the last 24 months.
- (8) Proof of highest level of Civilian Education acquired.
- (9) Proof of Security Clearance (JPAS printout).
- (10) 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.**
- (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

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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 of the principle and standard practices of management.
- (c) Knowledge in the techniques of organization, direction, coordination, and control.
- (d) Ability to develop, plan, and coordinate complex work assignments.
- (e) Ability to give specific guidance relative to the position.
- (f) Ability to follow rigid requirements established by another source.
- (g) Skills you possess to assist in the improvement of the position or program.
- (h) 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 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 a Basic Officer Leaders 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, an 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 an officer-advanced 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.

**Plans Officer, O3, 19C00**  
**DUTIES AND RESPONSIBILITIES**

1. Introduction: This position is located in a separate brigade, battalion, or comparable size headquarters of the Army National Guard.
2. Purpose: The purpose of this position is to provide staff planning and assistance to ensure that required training and readiness objectives are achieved.
3. Duties and responsibilities:
  - a. Establishes and conducts training evaluation programs for subordinate units.
  - b. Reviews various training evaluation reports such as general inspection and other staff inspection/assistance reports.
  - c. Provides guidance and assistance to unit commanders on ways to improve the quality of training.
  - d. Ensures compliance with directives, programs, and objectives of the Department of the Army, National Guard Bureau, major Army headquarters, and other higher headquarters.
  - e. Schedules and conducts various training courses (e.g., communication procedures, leadership courses, marksmanship training, etc.).
  - f. Ensures that all resources are available, tracked and reconciled routinely for training activities.
  - g. Procures and maintains training aids, manuals, and various regulations as required.
  - h. Assists unit commanders in all phases pertaining to readiness and mobilization.
  - i. Implements various security measures for such items as documents, arms ammunition, and communication equipment.
  - j. Monitors the organization's MOS/AOC qualification programs.
  - k. Evaluates and updates organizational tactical and administrative SOPs.
  - l. Assists in the development and collation of OPORDs, plans and presentations for current and future operations.
  - m. Manages the S3 FTM personnel.
  - n. Develops and maintains reports concerning all facets of training and operations and prepared to enhance existing methods and procedures.
  - o. Maintains and keeps current the TACSOP and PSOP.
  - p. Acts as the Squadron OIC in the absence of the OIC.
  - q. Conducts routine operational meetings with higher HQs, FTM S3 staff and subordinate FTM training personnel.
  - r. Travels as required to attend meeting, assist in operational support or as required.
  - s. Performs all other duties as assigned or required.