

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

13 January 2016

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)
VACANCY ANNOUNCEMENT NO. FY2016 – 08
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: Training NCO, E6, 25U30, Co C, 227th Brigade Engineer Battalion, Hawaii Army 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 27 January 2016**. 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, belonging to the Hawaii Army National Guard, in the grade of E5 – E6. All applicants applying for this position **MUST** already be MOS 25U qualified. No waivers will be granted.

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 E5 – E6, 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. 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 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. 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 with current ASVAB test scores.
- (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 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.

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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 applicants 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.** The address to mail applications: Human Resources Office, ATTN: HIHRO-A, 3949 Diamond Head Road, Honolulu, HI 96816-4495.
2. Sending application/other supporting forms by email 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 email 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.

ARMY NATIONAL GUARD ACTIVE GUARD/RESERVE PROGRAM QUALIFICATIONS CRITERIA (ENLISTED 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. Age.
Must be 18 years of age and not reached his or her 55th birthday.
- C. 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.
- D. Military Education.
An enlisted Soldier must have completed Initial Entry Training (IET).
- E. 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.
- F. Grade and Specialty.
Sergeant (E5) or below, must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD. Staff Sergeant or above, must possess the required grade and MOS level authorized for the AGR duty position. (This particular JVA requires all applicants to be MOS qualified to apply.)
- G. Reenlistment or Extension
Must be eligible for reenlistment or extension, per NGR 600-200.
- H. Security Clearance.
Must possess a valid security clearance required for the grade, MOS / AOC, and AGR duty position.

I. 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. 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. Enlisted applicants, who meet the following dependency criteria(s) are eligible:
 - a. An applicant with no spouse or other dependents.
 - b. An applicant with a spouse and 2 or fewer additional dependents, E4 and below.
 - c. An applicant with a spouse and 3 or more additional dependents, who is in pay grade E5 or above.
 - d. An applicant whose spouse is a member of Regular or Reserve Component of any U.S. Armed Force, whose dependent(s) are under 18 years of age, and have been placed in the custody of an adult (other than the spouse) by court order or approved by State law (if spouse is a member of the Retired Reserve, this custodial restriction does not apply).
 - e. An applicant without a spouse, who has dependents under 18 years of age that have been placed in the custody of the other parent, or another adult by court order, or as provided by State law and is not required to provide child support, or is required by court order to provide child support for 2 or fewer dependents.
9. Additional Eligibility Requirements for Female Personnel Enlisted female members 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.
10. Must be able to complete 20 years of Active Federal Service prior to reaching Retention Control Point (RCP).

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 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. Must meet, 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 Army 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 established under the authority of paragraph 1-4(d) of AR 135-18.
- 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.

TRAINING NCO, E6
DUTIES AND RESPONSIBILITIES

1. Duties and responsibilities

- a. Accomplishes duties pertaining to training of unit members and the unit's training support requirements; requests and has on hand required training materials, supplies, and training aids such as ammunition, pieces of equipment, films, models of equipment etc from TASC; recommends individuals to serve as instructors for training activities based on their knowledge, skills and qualifications; provides assistance and guidance to members of the unit on preparation of unit training plans, proper methods of instruction and obtaining reference material and teaching aids; drafts training schedules for approval and other memoranda; maintains training records and training library; prepares and submits requests for training areas; completes applications for service schools, officer candidate schools, and correspondence courses; advises unit members of the availability of training courses and encourages them to attend those courses that will benefit the unit and the individual. Prepares and submits all training related reports, briefs, memorandums as required. Responsible for managing the units RMA program. May be required to attend special schools and/or conferences that support the units training programs or objectives. May be required to provide leadership and supervision if serving as the senior member of the unit's FTUS workforce. Will be required to cross train with the company supply sergeant and readiness NCO to provide continuity in support of priority actions during their absence.
- b. Provide supervision over unit's training requirements to enhance the unit's readiness. Responsible for monitoring non MOSQ Soldiers and submitting individual training requirements. Forecast and coordinate school seats via ATRRS. Develop and publish unit training calendar and schedules and forecast ammo requirements. Forecast and secure training resources to include training site. Responsible for updating and maintaining the unit mobilization files. Coordinate, compile and produces the Unit Status Report (USR) and Commanders Training Assessment (CTA). Position requires knowledge of the Automated Fund Control Orders System (AFCOS), Defense Training Management System (DTMS), Army Training Requirements and Resource System (ATRRS), Army Funding Allocation Model (AFAM), and Defense Travel System (DTS) and a basic understanding of Microsoft based programs.
- c. Maintains all training support materials; prepares materials for advising the unit commander on unit mobilization posture and requirements; provides the information required for the unit status report; attends all unit training assemblies, and annual training periods providing assistance and guidance in the preparation for and execution of unit training; conducts preparatory visits as required to training sites to ensure availability of and to procure required training areas, range, and training equipment; maintains the unit MOS qualification training program.
- d. Performs other duties as required or assigned.

2. Qualification requirements

- a. **General experience:** Two years of progressively responsible general office experience, which has demonstrated the ability to perform administrative duties satisfactory to the grade level of the position.
- b. **Specialized experience:** One year of experience in the field in which the duties of the position are to be performed or in fields directly related to the position (e.g., personnel, supply, training, public relations, etc.).