

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

10 November 2016

ARMY ACTIVE GUARD/RESERVE TOUR (FTM)
VACANCY ANNOUNCEMENT NO. FY2017 - 08
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 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: Human Resources Technician, CW2, 420A0, HHC, 29th IBCT, 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 9 December 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 members of the Hawaii Army National Guard who are **Warrant Officers** in the grade of WO1 - CW2 or **Enlisted** personnel with an approved pre-determination packet to become a warrant officer in the MOS 420A. All warrant officer applicants **MUST** already be 420A qualified. Excludes AGR 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**

VACANCY ANNOUNCEMENT ARMY-AGR, FY2017 - 08, 10 November 2016

APPOINTMENT REQUIREMENTS: Warrant Officer personnel, in the grade of WO1 - CW2 and enlisted personnel with approved predetermination packets, 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 accession 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's 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) dated within the last 12 months.
- (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 APFT scores.**
- (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.** 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 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 send e-mail with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel can 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.

A Warrant Officer or Commissioned Warrant Officer in the grade of WO1 or CW2, must have completed a Warrant Officer Basic Course, or receive MOS proponent equivalent credit.

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.

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 is an Aviator, AMEDD, Chaplain, JAGC, or Warrant Officer duty position in the AGR program, the assignment must not be restricted by AR 140-10, 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 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) Must be able to complete 20 years of Active Federal Service prior to reaching Mandatory Removal Date (MRD).

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. Years of Service.

Warrant officers (including commissioned warrant officers) must not have attained 20 years of officer AS.

Enlisted AS is excluded from the computation of accrued years of service for the mandated release from active duty (REFRAD) or FTNGD of an AGR WO, unless the needs of the Army require a WO or a commissioned WO's separation after attaining 20 years of total AS.

F. 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. (This JVA requires all warrant officer applicants to already be 420A qualified.)
- (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.

HUMAN RESOURCES TECHNICIAN, CW2, 420A
DUTIES AND RESPONSIBILITIES

1. General: Exercises total managerial responsibility for planning, directing and controlling the 29th IBCT S1 section's operations and resources; provides direct supervision over each section chief and is responsible for ensuring total coordination among all elements of the 29th IBCT and for resolving any differences.
2. Duties and responsibilities:
 - a. Responsible for identifying and implementing the policies of the Military Personnel Office (MPO), in conjunction with the other branches of the Director of Personnel Administration in the military records and personnel readiness support areas.
 - b. Responsible for the development, interpretation, and implementation of all regulatory requirements in the personnel area. This includes the change/publication of appropriate internal/external SOPs for the 29th IBCT and subordinate units.
 - c. Provides advisory services to all staff sections within the 29th IBCT, other subordinate headquarters, civilian agencies, and individuals requesting information, policy, or guidance.
 - d. Responsible for the overall administration and management of S1 section of the 29th IBCT; ensures that subordinates receive the proper training and guidance as it relates to their duties and responsibilities.
 - e. Responsible for making decisions based on a variety of information sources, personnel, and command requirements.
 - f. Oversees work-processing activities within the S1 section.
 - g. Counsels S1 personnel on personal and family matters, career considerations, and drug/alcohol issues.
 - h. Ensures that effective communication is established between the S1 and other staff sections/branches as it relates to the policy and programs of HIARNG.
 - i. Establishes an effective program to provide administrative support to units ensuring that all Soldiers' personnel, health, and dental records are current and accurate. The goal being to enhance personnel readiness and reduce pre-mobilization processing time, while ensuring proper Soldier career management. This involves the management of the unit assistance visits and any processing of overseas replacement (POR) operations.
 - j. Serves as an advisor to the Brigade Commander and subordinate commanders on personnel actions and programs.
 - k. Performs all other duties as assigned.
3. Supervisory control: General supervision is provided by the 29th IBCT Executive Officer and S1 to ensure that military objectives, special projects, and overall guidelines are met in accordance with TAG goals and policies. Incumbent plans and carries out work independently, utilizing his or her knowledge of policies and regulations within the guidelines established.