

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

28 January 2013

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)  
VACANCY ANNOUNCEMENT NO. FY2013 - 06  
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:** Human Resources Sergeant, E6, 42A3O, 93d Civil Support Team (WMD), 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 28 February 2013**. 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 any component of the U.S. Army, **State-Wide**, who are current members or are eligible to become members of the Hawaii Army National Guard, in the grade of E5 – E6. Applicants **MUST** be currently assigned to an army component unit **within the State of Hawaii**. Applicants applying for initial entry into the AGR program, in the grade of E5, **MUST** be able to become MOS 42A qualified within 12 months of tour assignment. Applicants in the grade of E6 **MUST** be qualified in the MOS 42A. This is a **nonwaivable** requirement. AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of a new duty position) **MUST** possess the MOS 42A. This is a **nonwaivable** requirement. If any other 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.

**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).

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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. 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 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 #4 below).

**ELIGIBILITY CRITERIA:** Currently employed Active Duty Personnel, Military Technicians, AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of a new duty position), and IDT personnel 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 V of NGB Form 34-1).**

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

- (1) Provide fully completed packets with all supporting documents otherwise the packet will not be boarded.
- (2) Complete a physical examination IAW paragraph 9-3, 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. The packet will be reviewed by the 93d CST for potential disqualifying medical factors.
- (3) Undergo urinalysis drug screen testing upon entry on active duty, and periodic testing while assigned to WMD-CST duty.
- (4) Uphold the highest standards of conduct and personal appearance.
- (5) 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.

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(6) Agree to minimum three-year tour on the WMD-CST after completion of CSSC.

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. Failure to concur with all required immunizations will be grounds for termination and/or removal from the 93d CST and possibly the AGR system.

**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), **dated November 2010**. **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) Valid proof of medical qualification. Any one of the below listed documents satisfy verification of medical qualification:
  - Medical Protection system (MEDPROS) printout of Individual Medical Readiness (IMR) with PHA date within 12 months reflected. (Preferred method).
  - Current Physical – DD Form 2807 and 2808 (or sister service equivalent), within the last 5 years if under 40 years old and within the last year if over 40 years old.
- (3) Last five (5) Noncommissioned Officer Evaluation Reports (NCOERs).
- (4) Certified DA Form 2-1 with current ASVAB test scores or ERB.
- (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.

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- (7) Proof of **SECRET** security clearance (JPAS printout). If there is no secret clearance than provide Local Agency Check (LAC).
- (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 other previous APFTs** for a total of 4 scores submitted.
- (9) 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 office 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. 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.**
3. 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.
4. 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.

(HIHRO)

DISTRIBUTION: A

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

**1. BASIC INITIAL ENTRY QUALIFICATIONS:**

**A. Membership.**

1. Must be in a Ready Reserve status and –
  - a. Be a member of the Reserve Component of the Army of which the application for entry in the AGR program is made.
  - b. When applying for an AGR position on Full-Time National Guard Duty (FTNGD) under state control, must be a federally recognized ARNGUS soldier.
2. If a member of the Regular Army, must agree to accept discharge from the Regular Army with concurrent enlistment in the ARNG. Enlistment must be completed prior to reporting to an initial AGR entry point.
3. If a member of the USAR, must agree to accept transfer from the USAR with concurrent enlistment in the National Guard of the appropriate state.

**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:

- a. Completing 18 years of Active Service (AS).

Qualifications Criteria: (cont.)

- b. 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.

Staff Sergeant or above, must possess the required grade and MOS level authorized for the AGR duty position.

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.

## Qualifications Criteria: (cont.)

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.

## **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 –

- a. Be a member of the Reserve Component of the Army in which the AGR duty is performed.

Qualifications Criteria: (cont.)

b. 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 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. Excludes Soldiers within the first 18 months of a new duty position.

H. Reenlistment or Extension.

Must be eligible for reenlistment or extension per NGR 600-200.

**HUMAN RESOURCES SGT, E5-E6, 42A**  
**DUTIES AND RESPONSIBILITIES**

1. Responsible to the commander for carrying out the commander's plans for the accomplishment of unit objectives concerning general administration and personnel management; performs unit administrative functions which cannot be accomplished by assigned personnel during regularly-scheduled training periods.
2. Plans and organizes office operations to include correspondence preparation, forms administration, and administrative procedures.
3. Supervises personnel performing general clerical administrative duties.
4. Conducts orientations and instructions as required on personnel subjects to unit personnel and dependents.
5. As a fulltime worker, keeps the commander and interested personnel abreast of current administrative and personnel management procedures; prepares requests for identification cards and tags; assists unit personnel in preparing personnel actions.
6. Maintains the officer and enlisted personnel reporting system of Army National Guard Automated Personnel System; provides information to higher headquarters on officer and enlisted personnel transactions and accession worksheets as required by the Adjutant General; submits source documents required to substantiate pay changes in accordance with related regulations and directives; extracts from personnel reporting system for commander the desired information to effectively manage personnel resources; provides commander with roster of personnel MOS qualifications extracted from system; reads, interprets, and reconciles generated reports pertinent to unit level.
7. Attends all scheduled unit activities to include AT, IDT, ATA, and provides support to unit personnel as directed.
8. Types military and non-military letters, endorsements, memorandums, and messages; types officer and enlisted evaluation reports; types personnel and unit actions and other documentation as requested; prepares items in draft and final copy; proofreads prepared copy for correctness, proper use of grammar, punctuation and spelling and proper format.
9. Answers telephone and personal inquiries and relays messages; requisitions and maintains office supplies and blank forms; posts changes to regulations; picks up, sorts, routes, and disposes of incoming official mail; receives and dispatches registered and certified mail.
10. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts; prepares or maintains reports and data on current strength, projected gains and losses, status of personnel; identifies current and projected vacancies of positions; identifies personnel eligible for promotion; prepares promotion points worksheet; prepares request for orders to accomplish personnel management functions.

**HUMAN RESOURCES SGT, E5-E6, 42A (continued):**

11. Examines and posts personnel records during processing to ensure accuracy and completeness of entries; creates temporary records to replace lost or misplaced records; transfers records as required; prepares and reviews records of emergency data and assists with maintenance of personnel records jacket; prepares and reviews forms and documents such as personnel data cards; monitors suspense actions to ensure compliance; prepares initial input to enter personnel in the accomplishment of administrative and personnel management duties.
12. Schedules physical examinations; prepares recommendations for awards and decorations; computes creditable service for retirement and processes applications for retirement; prepares application for dependent ID cards; advises personnel on retirement benefits and processes applicants for retirement; prepares or assists career counselor in preparation of documentation to reenlist or extend individuals; prepares and transmits casualty reports if required; advises command on correct procedures for line of duty determination; maintains files and file documents in accordance with MARKS; types special items such as ID cards and discharge records.
13. Responsible for assisting with decontamination line assembly, operation, 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. Assist with Mapping out the physical layout of the decontamination line at the incident site.
14. Serves as the WMD-CST Decontamination NCOIC in the absence of the assigned Decon NCO.
15. Performs all operational tasks while wearing each level of personnel protective equipment (PPE).
16. Performs other duties as required or assigned.