

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

Job Vacancy Announcement: Change No. 1

20 February 2013

JOB VACANCY ANNOUNCEMENT (JVA) NUMBER: FY 2013-07, dated 8 February 2013 for Recruiting and Retention NCO, E6, SQI-4, Recruiting and Retention Battalion, Kapolei, Hawaii

As Reads: **AREA OF CONSIDERATION:** Open to Present, Enlisted service members, State-Wide, belonging to any component of the U.S. Army 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. Individuals must be qualified in an MOS and **MUST** be able to become SQI-4 qualified, if in the rank of E5-E6, within 180 days of tour assignment per NGR 600-5 and AR 135-18.

How Changed: **AREA OF CONSIDERATION:** Open to Present, Enlisted service members, State-Wide, belonging to any component of the U.S. Army who are current members or are eligible to become members of the Hawaii Army National Guard, in the grade of **E4 (w/WLC) – E6**. Applicants **MUST** be currently assigned to an army component unit within the State of Hawaii. Individuals must be qualified in an MOS and **MUST** be able to become SQI-4 qualified, if in the rank of **E4 (w/WLC)-E6**, within 180 days of tour assignment per NGR 600-5 and AR 135-18.

(HIHRO)
DISTRIBUTION: A

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8 February 2013

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)
VACANCY ANNOUNCEMENT NO. FY2013 - 07
ORDER OF MERIT LIST**

The following List of Eligible (See item #5 below) for a 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: Recruiting and Retention NCO, E6, SQI-4, Recruiting and Retention Battalion, Hawaii Army National Guard, Kapolei, Hawaii. Position assignment is on the island of Oahu. Applicants, who have applied for previous Job Vacancy Announcements, **NEED TO REAPPLY**.

CLOSING TIME/DATE: Applications must be received by the Hawaii Human Resources Office (HIHRO), **NLT COB 8 March 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, **State-Wide**, belonging to any component of the U.S. Army 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**. Individuals must be qualified in an MOS and MUST be able to become SQI-4 qualified, if in the rank of E5 - E6, within 180 days of tour assignment per NGR 600-5 and AR 135-18. If a 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, sex, 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. 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. **Individual must have a minimum score of 110 in aptitude area GT waivable to 100 with a score of 100 in aptitude area ST in the Armed Services Vocational Aptitude Battery (ASVAB) if tested prior to 2 January 2002 or a minimum score of 110 in aptitude area GT waivable to 100 with a score of 96 in aptitude area ST on the ASVAB if tested on or after 2 January 2002.** 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. **On-board AGR applicants on an initial tour for less than 18 months will not be considered.** 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, AGRs, and IDT personnel within the grade 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 requirements 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).**

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) NCO Evaluation Report (NCOERs).

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- (4) DA Form 2-1 or ERB or current ASVAB test scores.
- (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.
- (7) 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 the JVA closing date.
Also include three other previous APFTs for a total of 4 scores submitted.
- (8) 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) Ability to give specific guidance relative to the position.
 - (c) Skills you possess to assist in the improvement of the position or program.
 - (d) Skill in oral and written communications.

NOTES TO APPLICANTS:

1. Each applicant is personally responsible for submitting his or her application package to the HHHRO 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 or AREA OF CONSIDERATION 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.
5. **The purpose of this announcement is to establish a list of eligible.** Eligible on this list will be given automatic consideration for identical position vacancies occurring during the six (6) month period following the closing date of this announcement.

**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.

1. Staff Sergeant or above, must possess the required grade and MOS level authorized for the AGR duty position.
2. Sergeant or below, must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
3. Enlisted soldiers in the duty position of Recruiting and Retention, must become MOS qualified not later than six (6) months after initial entry into AD/FTNGD or be released from AD/FTNGD.

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 involuntarily 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

Qualifications Criteria: (cont.)

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.

2. BASIC SUBSEQUENT DUTY QUALIFICATIONS:

A. Subsequent Duty Definition.

Soldiers on AGR orders beyond the initial 3 year tour of their AGR career.

Qualifications Criteria: (cont.)

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.
- 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. 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 a new duty position.

H. Reenlistment or Extension.

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

RECRUITING AND RETENTION NCO, E5 – E6, SQI-4
DUTIES AND RESPONSIBILITIES

1. Related experience: Experience in the following specialties is highly desired:
 - a. Team/Squad/Section leader.
 - b. Sales/Sales Management.
2. Special requirements:
 - a. **Military Education**: As required in NGR 600-200 and current ARNG Professional Development Program (PDP).
 - b. **Civilian Education**: Be a High School diploma graduate or have a GED and one year of college (no waivers authorized).
 - c. Knowledge of the organization and mission of the Army National Guard; knowledge of the Army National Guard recruiting and retention program and organization of the full-time recruiting force.
 - d. Creative writing skills.
 - e. Excellent speaking ability.
 - f. No record of conviction by special or general court-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), Chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24
3. Supervisory controls: Works under the supervision and control of the recruiting and retention NCOIC for the assigned area; performs duties with minimum supervision after receiving general guidance and mission. Performance of duties are evaluated and reviewed for accomplishment of assigned mission.
4. Justification: This position is located in one of the designated recruiting areas of the state. The incumbent is charged with the responsibility of seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives as assigned by the Recruiting and Retention Commander (RRC).
5. Position description: This position is allocated to the office of the recruiting and retention commander. The incumbent causes the enlistment of qualified applicants into the ARNG. Tasks, duties and responsibilities performed include:
 - a. Conforms to all moral and ethical requirements of an ARNG recruiting and retention NCO and accepted practices.
 - b. Establishes and maintains contacts in sufficient numbers and within the proper markets to achieve recruiting objectives.
 - c. Establishes and maintains effective centers of influence/very influential persons in schools, civic groups, local governing bodies and supported units.
 - d. Conducts formal and informal presentations to various school and civic groups to generate leads for enlistment in the ARNG.
 - e. Establishes and maintains liaison with radio, television, and print media to keep the ARNG in the public view.
 - f. Establishes and maintains displays and exhibits to promote interest in the ARNG.
 - g. Interviews prospects regarding membership in the ARNG.

RECRUITING AND RETENTION NCO, E5 – E6, SQI-4 (cont.):

- h. Pre-qualifies prospects to ensure enlistment criteria are met.
- i. Assists in the scheduling and administration of high school ASVAB testing as appropriate.
- j. Arranges for transportation of applicants to military entrance processing station (MEPS) and military examination test site (METS) for enlistment processing.
- k. Administers enlistment-screening test (EST) to all applicants prior to producing ASVAB testing as appropriate.
- l. Completes required enlistment administration prior to transporting applicants to MEPS.
- m. Establishes and maintains a good working relationship with organizations/units in assigned area.
- n. Develops and maintains effective school recruiting programs.
- o. Conducts prospecting and lead generating activities in assigned area (i.e., area canvassing and telephone prospecting).
- p. Establishes and maintains files, correspondence, prospect cards and lead refinement lists in accordance with current policy and regulations.
- q. Performs RSP duties as cadre during drill weekends.