

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

27 October 2016

ARMY ACTIVE GUARD/RESERVE TOUR (FTM)  
VACANCY ANNOUNCEMENT NO. FY2017 - 02  
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:** Officer/Warrant Officer Recruiter, CW2, 420A, Hawaii Recruiting and Retention Battalion, Hawaii Army National Guard, Pearl City, 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 10 November 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, Warrant Officers** who are currently serving in an AGR position in the Hawaii Army National Guard, in the grade of **WO1 – CW2**. Must possess or be able to gain within 12 months the warrant officer MOS 420A. Also open to **Present, Enlisted** service members who are currently serving in an AGR position in the Hawaii Army National Guard who possess an approved pre-determination packet to become a Warrant Officer in the MOS of 420A prior to the closing date of the Job Vacancy Announcement. 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, sex, 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 - 02, 27 October 2016

**APPOINTMENT REQUIREMENTS:** Warrant Officer personnel, in the grade of WO1 – CW2 and enlisted personnel who meet the criteria above, 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 their 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).

**NOTE: This Recruiting assignment has been identified as a Position of Significant Trust and Authority (POSTA) and the following additional State and NGB requirements must be met prior to acceptance into the AGR program:**

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRB CDR.
- After all state level requirements have been passed, you must receive favorable results from NGB level screens of the following:
  - Department of Army Inspector General (DAIG)
  - Criminal Investigation Division (CID)
  - Office of Military Personnel File Review
  - Army Substance Abuse Program

**ELIGIBILITY CRITERIA:** Current Hawaii Army National Guard AGR Soldiers (excluding Soldiers within the first 18 months of an initial tour) who meet the grades/requirements specified above, are eligible to apply for this position.

**APPLICATION PROCEDURES:** Individuals may apply by submitting the following required documents to the HHRO. 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) Officer Evaluation Reports (OERs) or Non-Commissioned Officer Evaluation Reports (NCOERs).
4. Officer Record Brief (ORB) or Enlisted Record Brief (ERB).
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 the JVA closing date. **Also include three other previous APFTs for a total of 4 scores submitted.**
11. Local Agency Police Records Check less than 30 days old at the time of application submission.
12. Sex Offender Verification of NO SEX OFFENDER RECORD ([www.nsopw.gov](http://www.nsopw.gov)).
13. Biographical Sketch IAW NGR 600-200, Figure G-3.
14. 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) 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 may send e-mail with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel may 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)

### 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, must meet 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.
  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.

**OFFICER/WARRANT OFFICER RECRUITER, WO1 – CW2**  
**DUTIES AND RESPONSIBILITIES**

1. Conforms to all moral and ethical requirements of ARNG recruiting and retention accepted practices.
2. Establishes and maintains contacts in sufficient numbers and within the proper markets to achieve recruiting objectives.
3. Establishes and maintains effective centers of influence/very influential persons in schools, civic groups, local governing bodies and supported units.
4. Conducts formal and informal presentations to various school and civic groups to generate leads for enlistments and officer/warrant officer accessions into the ARNG.
5. Establishes and maintains liaison with radio, television, and print media to keep the ARNG in the public view.
6. Establishes and maintains displays and exhibits to promote interest in the ARNG.
7. Interviews prospects regarding membership in the ARNG.
8. Pre-qualifies prospects to ensure enlistment and appointment criteria is met.
9. Assists in the scheduling and administration of high school ASVAB testing as appropriate.
10. Arranges for transportation of applicants to military entrance processing station (MEPS) and military examination test site (METS) for processing as appropriate.
11. Administers enlistment-screening test (EST) to all applicants prior to producing ASVAB testing as appropriate.
12. Completes required administration prior to transporting applicants to MEPS.
13. Establishes and maintains a good working relationship with organizations/units in assigned area.
14. Develops and maintains effective school recruiting programs.
15. Conducts prospecting and lead generating activities in assigned area (i.e., area canvassing and telephone prospecting).
16. Establishes and maintains files, correspondence, prospect cards and lead refinement lists in accordance with current policy and regulations.
17. Plans, organizes, and administers the Warrant Officer Strength Maintenance Program.
18. Coordinates with the Officer Strength Manager, MILPO, officer personnel branch managers and staff, other principal staff officers, and major subordinate commanders/representatives for officer/warrant officer procurement, retention, and attrition priorities.
19. Contributes significantly to the development and implementation of a HIARNG Officer/Warrant Officer Personnel Management System that includes the development of warrant officer procurement and retention programs.
20. Coordinates with NGB and WO proponent training centers on policy, qualification, and officer/warrant officer education programs.
21. Processes lead referrals and applicants for qualification to enter the Officer/Warrant Officer Education System. Assembles WO predetermination and federal recognition packets for assigned Officer/Warrant Officer mission.
22. Performs other duties as assigned.