

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

19 January 2017

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)
VACANCY ANNOUNCEMENT NO. FY2017 - 14
List of Eligible**

The following Commissioned 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: Chief of Staff, O6, 01A00, HIARNG Element, JFHQ, 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 Human Resources Office (NGHI-HRO-A), **NLT COB, 2 February 2017**. The list of eligible will be based upon the APPOINTMENT REQUIREMENTS and AREA OF CONSIDERATION applicable to the specific vacancy. This position is also being announced for fill in military duty Technician status under JOB VACANCY ANNOUNCEMENT HI-FY17-037, Technician-Vacancies. For details and application procedures click on the website: <http://hawaii.gov/dod/staff-offices/hro/spotlight/tech-job-listing>.

POSITION DESCRIPTION: See attached general description of Duties and Responsibilities.

AREA OF CONSIDERATION: Open to **Present, AGR Commissioned Officer** members, belonging to the Hawaii Army National Guard, in the grade of O6. Officer must have one consecutive year of Brigade/Group level command or equivalent experience and be a graduate of Senior Service College/Army or Air War College. Must possess Secret or Top Secret Security clearance. All tour applicants, **MUST** be qualified IAW NGR 600-5 and AR 135-18. If a waiver is required 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).

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THIS ANNOUNCEMENT WILL BE POSTED ON UNIT BULLETIN BOARD UNTIL CLOSING DATE

APPOINTMENT REQUIREMENTS: Commissioned Officer personnel, in the grade of O6, who are currently on suspension of favorable actions, will **NOT** be considered. 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 grade specified above are eligible to apply for this position.

APPLICATION PROCEDURES: Individuals may apply by submitting the following required documents to the NGHI-HRO-A. 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 of this JVA close date.
- (3) Last three (3) 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. (Separate from ORB)
- (8) Proof of highest level of Civilian Education acquired.
- (9) Security Clearance Verification Memorandum (JPAS printouts will NOT be accepted).
- (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) Knowledge of the formulation and execution of the ARNG Budget.
 - (d) Ability to develop, plan, and coordinate complex work assignments.

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- (e) Ability to give specific guidance relative to the position.
- (f) Skills you possess to assist in the improvement of the position or program.
- (g) Skill in oral and written communications.

NOTES TO APPLICANTS:

1. Each applicant is personally responsible for submitting his or her application package to the NGHI-HRO-A 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: NGHI-HRO-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 must send e-mail with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel must print and then provide documents to the NGHI-HRO-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.

(NGHI-HRO)
DISTRIBUTION: A

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**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, 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. An ARNGUS officer in the grade of Colonel, must have completed CGSOC, or its equivalent, as specified in AR 135-155.
- F. Years of Service. A commissioned officer (excluding commissioned warrant officers):
 - 1. Must not have attained 20 years of AS.
 - 2. Must not have reached mandatory removal based on years of Service.
- G. 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.

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CHIEF OF STAFF, 06 **DUTIES AND RESPONSIBILITIES**

A. INTRODUCTION:

This position is located at the Army National Guard (ARNG) HIARNG Element, JFHQ. The purpose of this position is to manage ARNG military functions and direct program operations throughout the state. An incumbent is the state's senior federal full-time Army National Guard management official and serves as principal executive assistant and advisor to the Adjutant General. As the state's chief ARNG management official, the incumbent oversees and directs a variety of comprehensive military training programs and may also manage a Regional Military Training Center, Major Training Area(s), or regional maintenance programs in addition to the military support organizations generic to all states.

B. DUTIES AND RESPONSIBILITIES:

1. Manages and directs the administration, coordination, planning, development, execution and supervision of all ARNG programs.
2. Responsible for the operations and activities applicable to functions such as Army Aviation; Military Personnel and Administration; Plans, Operations and Training; Military Support; Mobilization and Readiness; Logistics and Logistical Readiness; Surface and Aviation Maintenance; Information Management; Safety, Occupational Health and Industrial Hygiene; Construction and Facilities Management; Major Training Areas; regional training or maintenance programs; and other functions as designated.
3. Develops long and short range plans and determines state ARNG program goals. Develops, implements and communicates ARNG policy for subordinate organizational units. Assesses ARNG and active Army program developments and requirements, and establishes priorities.
4. Coordinates internal program activities with organizational unit managers and higher headquarters (NGB and Active Army) management officials. Directs the accomplishment of complex military training activities involving sophisticated electronic devices and/or equipment for operational use and functions in modern day battle tactics.
5. Analyzes and coordinates the structure and restructure of organizations and units managed, considering factors such as assigned military missions, manpower, material and equipment, key personnel requirements, overall operational costs, and the economic impact on various communities. Also considers the impact of public, congressional and labor-management relations in identifying, requesting or supporting new organizational missions.
6. Delegates authority to subordinate supervisors to direct organizational units and monitor employees in the accomplishment of work assignments. Selects, reassigns, promotes, disciplines, sets performance standards, appraises the performance of, and approves performance awards for subordinate supervisors and other key officials assigned to organizations directed. Also approves or disapproves personnel actions recommended by

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subordinate supervisors to include selections, removals, suspensions, reassignments and promotions.

7. Provides leadership in support of full-time personnel programs for the ARNG in maintaining an effective position management program, and directs the allocation/reallocation of FTS resources to best meet current and projected workload requirements throughout the state.
8. Confers with the Support Personnel Management Officer, and makes decisions on personnel policy matters affecting the organizations managed such as assignment of key employees, workforce allocations, position management issues and disposition of employee grievances and adverse actions.
9. Reviews and analyzes ARNG military and civilian personnel programs for recruitment, appointment, assignment and career development of officer, enlisted, technician and civilian personnel to ensure optimum utilization in meeting current service requirements and mobilization capabilities. Confers with the SPMO and MPMO to ensure that ARNG military and civilian personnel programs provide an effectively integrated and orderly system for career development, compatibility of assignments and career progression of assigned ARNG full-time support personnel statewide. Serves as chairman, member or advisor of the Federal Recognition, Promotion, and Retention Boards and other special boards.
10. Confers with the Adjutant General, state ARNG staff officers, military commanders and NGB and active Army officials. Ensures that current and long range plans are developed which will facilitate the availability of adequate equipment, facilities, funds, manday authorizations, and training supplies necessary to accomplish the required federal and state missions, and to maintain the readiness posture of the ARNG. Coordinates with management officials of the Air National Guard (ANG), United States Property and Fiscal Office (USP&FO) and Support Personnel Management Office (SPMO) regarding organizational actions, respective methods, and procedures which have a direct bearing on ARNG missions within the state.
11. Advises the Adjutant General, Deputy Adjutants General, ARNG/ANG Staff Officers, and military unit commanders on all ARNG training missions and functions. Maintains liaison with active Army, reserve components, higher headquarters, state and federal agencies, to ensure effective, mission oriented training is accomplished during scheduled training periods and to ensure existence of interagency support agreements for training missions.
12. Plans, directs and/or participates in special ARNG studies and projects relating to reorganization, activation, deactivation and/or redesignation of military units. Resolves issues and problems relating to readiness, logistical support, funding and personnel.
13. Makes complex decisions regarding the allocation/reallocation of funds based on state ARNG missions, and directs the allocation of ARNG resources and accounts for resource utilization. Serves as Federal Program Budget Advisory Committee (PBAC) Chairman and directs overall formulation and execution of the ARNG Budget. Reviews obligations and expenditures on a continuous basis and instills a concern for cost effectiveness throughout organizational units.

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14. Establishes and maintains liaison with public officials and civic groups, other reserve component activities, unit advisors and staff representatives of the respective Army headquarters and the National Guard Bureau. Represents the ARNG in meetings with congressional, state and city officials, special interest and business group spokespersons and local or national news media concerning ARNG programs, activities and requirements, and to gain support for ARNG missions. Attends community functions and serves as a speaker to open recruiting drives/publicity campaigns or to otherwise create public interest in ARNG programs. Assures coordination of news releases with local news agencies on items of interest to ARNG members and the community.
15. Responsible for continued and effective management of all ARNG functions to ensure sound programs which are constantly open to close scrutiny and critical analysis; and the effective administration of a statewide Internal Controls Program to assure the elimination of waste, fraud, abuse and mismanagement.
16. Reviews processes and procedures to determine overall effectiveness, efficiency and productivity of activities and programs managed. Directs actions required to implement procedures which will result in savings for administration, operations and maintenance without compromising required standards of readiness, accuracy and/or safety.
17. Performs other duties as assigned.