

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

17 February 2017

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)  
VACANCY ANNOUNCEMENT NO. FY2017 – 18  
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 NCO, E5, 42A20, HHT, 1-299<sup>th</sup> CAV, Hawaii Army National Guard, Hilo, Hawaii. 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 6 March 2017**. 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 the Hawaii Army National Guard, in the grade of E4 – E5. Applicants applying for initial entry into the AGR program, **MUST** be able to become MOS 42A qualified within 12 months of tour assignment. AGR Soldiers (excluding AGR Soldiers within the first 18 months of an initial tour) may apply and **MUST** possess the MOS 42A. 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 - 18, 17 February 2017

**APPOINTMENT REQUIREMENTS:** Enlisted personnel, in the grade of E4 – E5, 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. 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 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). **Applicants must either have a Security Clearance or be eligible for a Security Clearance. If an applicant is selected for the position and cannot obtain or maintain a Security Clearance, applicant will be terminated from the AGR program.**

**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 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. 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) Noncommissioned Officer Evaluation Reports (NCOERs). (If Soldier has no NCOER at all than provide available SPC evaluations or letter of recommendation instead.)
- (4) Certified ERB with current ASVAB test scores.
- (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) Proof of highest level of Civilian Education acquired.
- (8) Security Clearance Verification Memorandum or be eligible for SECRET Clearance (JPAS printouts will NOT be accepted). **If there is no secret clearance than provide Local Agency Check (LAC). Soldier MUST be able to obtain a secret clearance.**
- (9) 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.**
- (10) Memo explaining any missing required application documentation (NCOER, APFT, DA Photo, etc.)
- (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.

## VACANCY ANNOUNCEMENT ARMY-AGR, FY2017 – 18, 17 February 2017

### 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 applicants 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.**
2. Sending application/other supporting forms by email 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 do so by sending an email with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel can print, and then provide documents to the Human Resources Office, ATTN: HIHRO-A, 3949 Diamond Head Road, Honolulu, HI 96816-4495, Bldg. 306, Rm 214. (This is also the address to mail applications.)
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. Waiver for certain basic ELIGIBILITY CRITERIA will be considered and must receive NGB approval.
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 (ENLISTED 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. 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:
    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.
- F. Grade and Specialty.
  - Sergeant (E5) or below, must have the potential to become MOS qualified in the first 12 months 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 or be eligible for security clearance based on 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.
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.

**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 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. Must meet, 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 Army 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 an initial tour.
- H. Reenlistment or Extension.  
Must be eligible for reenlistment or extension per NGR 600-200.

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

1. Supervises or performs personnel and administrative functions in support of company, battery, troop, and battalion S1's; and advises the commander, the staff, and unit Soldiers on human resource matters; performs unit and Battalion level administrative functions which cannot be accomplished by assigned personnel during regularly-scheduled training periods.
2. Conducts and organizes office operations to include requisitions and maintains office supplies, blank forms, and publications; types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Answers telephone and personal inquiries and relays messages posts changes to regulations; picks up, sorts, routes, and disposes of incoming official mail; receives and dispatches registered and certified mail
3. Supervises IDT enlisted personnel performing personnel and administrative functions. Attends all scheduled unit activities to include AT, IDT, ATA, and provides support to unit personnel as directed.
4. Be responsible for the readiness of unit personnel to include monthly record review management and instructions as directed to include but not limited to updates to personnel records during processing to ensure accuracy and completeness of entries; request for archived records to replace lost or misplaced records; transfers records as required; prepares and assists with record reviews in IPERMS and responsible for completion of Family Care Plans, Soldiers Group Life Insurance, and emergency data in eMILPO; prepares and reviews forms and documents such as personnel quality records and enlisted / officer record briefs; monitors suspense actions to ensure compliance; prepares initial input to enter personnel in the accomplishment of administrative and personnel management duties.
5. As a fulltime worker, keeps the commander and interested personnel abreast of current administrative and personnel management procedures; assists unit personnel in preparing personnel actions.
6. Reviews and extracts information from human resource systems for commander the desired information to effectively manage personnel resources; provides commander with multiple queries of personnel readiness extracted from multiple systems; reads, interprets, and reconciles generated reports pertinent to the battalion.
7. 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.
8. 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; reviews promotion points worksheet; prepares request for orders to accomplish personnel management functions.

**HUMAN RESOURCES SGT, E4-E5, 42A (continued):**

9. Schedules physical examinations; prepares recommendations for awards and decorations; computes creditable service for retirement and processes applications for retirement; 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 ARIMS; creates special items such as ID tags and discharge records.
10. Trained as the battalion career counselor and assists unit career counselors in preparation of documentation to reenlist or extend individuals; performs battalion level duties in the Retention Management System to ensure proper career development counseling, extensions and incentives and completed IAW AR 135-91, NGR 601-1 and NGR 600-7.
11. Performs other duties as required or assigned.