

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

8 May 2017

**One Time Occasional Tour (OTOT)
Hawaii Army National Guard
Vacancy Announcement No. FY2017-28
List of Eligible**

The following Commissioned Officer position vacancy is announced. This is a two-year One Time Occasional Tour (OTOT) in Active Guard/Reserve (AGR) title 32 status. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and Section 502 Public Law 98-94. This vacancy is to be filled through a competitive selection panel process with concurrence by the Hawaii Army National Guard Chain of Command. Final selection will be based upon qualifications, suitability, and available manpower resources.

POSITION AND LOCATION: Executive Officer, O4 (MAJ), AOC 02B (Infantry/Armor Immaterial) HHT, 1st Battalion, 299th CAV, Hawaii Army National Guard, Hilo 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, 8 June 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, Commissioned Officers**, belonging to the Hawaii Army National Guard, **State-Wide** in the grade of O4 (Major). All applicants must be AOC 02B qualified. These are nonwaivable requirements.

SALARY: Military Pay and Allowances.

PROJECTED AGR START DATE: Open (subject to funding availability).

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 – 28, 8 May 2017

APPOINTMENT REQUIREMENTS: **Commissioned Officers**, in the grade of O4, 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 into 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. Individual must also have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to entry 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 accession. Pregnancy is not a disqualifying condition. 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 Notice to Applicants).

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. 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 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. Please include a memo to explain any missing required documentation.

- (1) Signed NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position), **dated November 2013.** **Signature will be in original or digital signature, if currently deployed. 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) dated within the last 12 months.
- (3) Last five (5) Officer Evaluation Report
- (4) Officer Record Brief (ORB)
- (5) NGB Form 23B (Army National Guard Retirement Points History Statement)
- (6) DD Form(s) 214, NGB 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) Proof of **SECRET** or higher Security Clearance Verification Memorandum (JPAS will not be accepted).

(10) Copy of DA Form 705 reflecting passing APFT and passing HT/WT data (must meet the 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) Memo explaining and missing required documents (OER, DA Photo, 705, etc)

(12) 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.**

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 send email with attachments to the fulltime support personnel of their unit of assignment. The fulltime support personnel can print, 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 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.

5. Permanent Change of Station (PCS) expenses may be authorized for this position.

6. This is a 24 month, accompanied, Title 32, One Time Occasional Tour (OTOT). Selection for this position does not constitute accession into a permanent AGR program. Tour may be extended for twelve (12) additional months with TAG approval, by exception.

**ARMY NATIONAL GUARD ACTIVE GUARD/RESERVE PROGRAM
ELIGIBILITY CRITERIA
(OFFICER PERSONNEL)**

1. Basic Initial Entry Requirements:

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 appointment in the ARNG. Appointment 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 appointment in the National Guard of the appropriate state.

B. 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.

C. Military Education.

1. An officer in the grade of:
 - a. Lieutenant or Captain, with less than 5 years Time In Grade must have completed an Officer Basic Course.
 - b. Captain, with at least 5 years Time In Grade must have completed an Officer Advance Course.
 - c. Major, with at least 5 years Time In Grade must have completed at least 50 percent of the Army Command and General Staff Officers Course (CGSOC), or its equivalent, as specified in AR 135-155.
 - d. Lieutenant Colonel, with 3 years Time In Grade must have completed CGSOC, or its equivalent, as specified in AR 135-155.
 - e. Colonel, must have completed CGSOC, or its equivalent, as specified in AR 135-155.
2. A Warrant Officer or Commissioned Warrant Officer in the grade of:
 - a. WO1 or CW2, must have completed a Warrant Officer Basic Course, or receive MOS proponent equivalent credit.
 - b. In the grade of CW3 or above, must have completed a Warrant Officer Advance Course, or receive MOS proponent equivalent credit.

D. 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).
- 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.

E. Grade and Specialty.

If an officer:

- a. Must possess the grade equal to or below that authorized for the AGR duty position.
- b. Must possess the Military Occupational Specialty (MOS) / Area of Concentration (AOC) commensurate with the AGR duty position.
- c. If assignment or attachment as an Aviator, AMEDD, Chaplain, JAGC, or Warrant Officer duty position in the AGR program, the assignment must not be restricted by AR 140-1-, NGR 600-100, or NGR 600-101.

F. Security Clearance.

Must possess a valid security clearance required for the grade, MOS / AOC, and AGR duty position.

G. Failure of Selection for Promotion.

Must not have failed selection for promotion on latest consideration by a mandatory board.

2. Additional Eligibility Requirements for Officer Personnel:

- A. AGR Soldiers, who were previously voluntarily separated from the AGR program for one (1) or more days are not eligible to reenter the AGR program for a one (1) year period from the date of separation, and must meet all Initial Entry Requirements to qualify for reentry. Soldiers transferring between states and those entering FTNGD from Active Army status without a break in service must have a current physical examination to be submitted with the soldier's AGR application. Individuals, who involuntarily resign, or who were not selected for continuation, or who have been separated from another military service (other than temporary medical disability), in lieu of adverse personnel actions are ineligible for reentry into the AGR program.
- B. All AGR soldiers will sign a Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. Must not have received a special derogatory Officer Evaluation report (OER), as prescribed by AR 623-205 in the last 12 months period preceding the date of application.
- H. Personnel who are required to perform flying duties as a requirement of the FTS position, or who occupy an MTOE/TDA position, which is annotated with the prefix "F" must meet the requirements for the ARNG flying status and be on NGB flying status orders.

EXECUTIVE OFFICER
DUTIES AND RESPONSIBILITIES

1. Purpose: The purpose of the position is to provide assistance to the commander in overseeing or conducting recruiting, training and supply management, maintenance, security, safety, personnel management, administrative, and public relations programs in such a manner that the unit is continually progressing toward the desired mobilization readiness posture. To accomplish this, the incumbent utilizes a comprehensive knowledge of the organization and its mission.
2. Duties and responsibilities:
 - a. Supervises 40 or more employees, including supervisors, in GS-4 thru GS-10 engaged in personnel, training management, supply and administrative work, and WG-8 thru WS-9 engaged in maintenance and repair of vehicles, weapons, and other equipment of the command; originates and prepares or approves formal requests for filling vacancies and selects or participates with considerable weight in the selection of employees for promotion, reassignment or appointment and other status changes, and recognition of outstanding performance of assigned employees; approves and disapproves leave and recommends action in such unusual cases as the granting of advance leave or LWOP; receives formal grievances and resolves at the lowest possible supervisory level; takes necessary informal disciplinary action and proposes to higher authority specific, appropriate formal action as warranted; recommends employees for training and/or development; implements the provisions of equal employment and employee relations programs, and keeps employees informed on all aspects of the state personnel program pertaining to their situations, either directly or by referral to the appropriate subject-matter specialist.
 - b. Plans, organizes and assigns work to employees on the basis of difficulty of assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities; reviews work through reports and personal observation for adherence to procedures and standard practices; sets performance standards and evaluates personnel performance and provides guidance to subordinate supervisors on performance standards; reviews and approves or disapproves requests for assignments or details.
 - c. Conducts continuing review of command activities and programs to ensure that assigned units are effectively and efficiently progressing toward the desired readiness status; recommends to the commander policy and procedures or changes thereto and develops detailed instructions for implementation by staff sections, technicians and subordinate units; reviews training evaluation reports, unit status reports, property inventory reports, maintenance inspection reports, strength reports, etc.; keeps abreast of new policy statements, regulations and directives issued by headquarters; provides direction to and coordinates the activities of each staff section of the headquarters; provides input to studies relating to reorganization, relocation of units, logistical support, personnel practices, maintenance activities, use of training facilities, etc.; visits subordinate units on a regular basis to provide guidance and assistance, to ensure command programs have been implemented and to evaluate their effectiveness; makes day-to-day decisions for the commander in the areas of personnel and equipment assignments, instruction to staff members, and replies to request from higher headquarters or local authorities; investigates and recommends appropriate action on accidents of such incidents as property loss or complaints involving units or individuals of the command.

- d. Serves as principal representative of the National Guard (and unit commander) in the community; provides support for community activities such as parades, celebrations, military funerals, etc.; coordinates with civic officials, club officers, shopping center personnel and school officials for such things as recruiting activities, community support projects, natural disaster or civil disturbance planning, use of facilities for training, and security of facilities; submits to local news media articles, stories, announcements or advertisements designed to make the public aware of the National Guard and the role it plays in the community and in national defense.
 - e. Ensures that National Guard armories and other facilities of the command are properly utilized and cared for; arranges with state ARNG officials for repair, upkeep and custodial services for the facilities; ensures that the proper security measures are established and followed; initiates rental agreements and receives and accounts for monies received from rental of the headquarters armory.
 - f. Performs other duties as assigned.
3. Supervisory controls: The incumbent receives supervision from two sources, the commander and the administrative officer of a higher headquarters. The unit commander provides policies, goals and objectives for the command and relies on the incumbent to plan and organize the work and to determine the work methods and techniques required achieving the goals and meeting the needs of the organization. Most work is generated by the incumbent's own initiative and through established workflow. Authority is delegated to the incumbent to independently carry out all assignments to include making necessary contacts, committing services and providing authoritative explanation of rules, regulations and procedures. The administrative officer provides administrative and technical supervision. Work is reviewed for compliance with instructions and policies, for adequacy and soundness of decisions, and for overall attainment of objectives.