

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

8 June 2017

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)  
VACANCY ANNOUNCEMENT NO. FY2017 - 31  
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:** Training Officer/TACOPS Officer, CW3, AOC 153MI, Co C, 1<sup>st</sup> Battalion, 207<sup>th</sup> AVN REG, 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 7 July 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, Warrant Officers** belonging to the Hawaii Army National Guard in the grade of **CW2-CW3, qualified in WOMOS 153M**. All applicants **MUST be able to become AOC 153MI qualified within 12 months of tour assignment**. 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, 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 - 31, 8 June 2017

**APPOINTMENT REQUIREMENTS:** Enlisted personnel, in the grade of CW2-CW3, 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).

**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. Please include a memo to explain any missing documentation that is 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) dated within the last 12 months.
- (3) Last five (5) Commissioned Officer Evaluation Reports (OER)
- (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) Proof of **SECRET or higher** Security Clearance Verification Memorandum (JPAS printout 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) DD Form 2807/2808 and DD Form 2992 Upslip verifying completion of a Class III Flight Physical within 12 months.
- (12) Memo explaining any missing required documents (OER, DA Photo, DA Form 705, etc)
- (13) 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 – 31, 8 June 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 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: HIHRO-A, 3949 Diamond Head Road, Honolulu, Hawaii 96816-4495.
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 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. 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.

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..

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 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.  
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.

### **TRAINING OFFICER (AVN), CW2-CW3** **DUTIES AND RESPONSIBILITIES**

1. **Introduction:** This Active Guard/Reserve (AGR) full-time unit support position is located at the aviation company level units and aviation intermediate maintenance units in the Army National Guard.
2. **Purpose:** To provide training assistance within the organization for the development, coordination and implementation of general and detailed training plans, programs, policies, and directives to enhance the training readiness and mobilization capabilities within an aviation unit.
3. **Duties and responsibilities:**
  - a. Responsible for carrying out the commander's plans and programs for the accomplishment of the units' training objectives and missions.
  - b. Directly supervise assigned unit training NCO's; responsible for coordinating and managing the overall duties, responsibilities, and actions of AGR personnel.
  - c. Develops comprehensive training schedules and plans which integrate the ARTEP and unit missions with the aircrew training program (ATP); ensures compliance with directives and publications of higher headquarters and maximizes collective aircrew training programs during unit training assemblies and annual training; develops a comprehensive program of scenario training which drives the individual, crew, and collective aircrew training programs; assists the commander in the evaluation of unit training to ensure a logical progression of training and corrective actions of identified deficiencies.
  - d. Assists the commander in designating aviator flight activity categories (FAC), pilot-in-command designations and selecting appropriate tactical/special mission tasks/iterations for each aviator position based upon mobilization and contingency missions.
  - e. Periodically checks unit IAFT's to ensure all required flight and academic training is complete and documented; prepares request for waivers or suspension from flight status, due to failure of a unit aviator from completing aircrew training program requirements.
  - f. Provides coordination with AASF on specific tasks/scenarios to be conducted during AFTP's to enhance the overall individual and crew training programs.
  - g. Ensures collective training is maximized during MUTA's and annual training; coordinates unit MUTA and AT aircraft, flying hour, gunnery and support personnel requirements to support this training with the appropriate facility commanders.

- h. Maintain close liaison and work directly with the supporting AASF, AAFA, or AAOF, during the development, planning and implementation of aircrew, enlisted CMF 68, CMF 25 and CMF 15 series MOS training.
  - i. Monitors the MOS qualification program within the unit.
  - j. Directly responsible to the commander for the training readiness of the unit; reviews for accuracy MOS qualification status reports, unit status reports and other training related reports required by higher headquarters, prior to submission to the unit commander; supervises the preparation of training charts, schematics, and graphs for use during briefings and/or training; assists the supporting AASF, AAFA, or AAOF, during the preparation of the semi-annual aviator training report (RCS: ARNG-170).
  - k. Assists with the continual review, evaluation, updating and preparation of unit tactical and administrative SOP's to ensure compliance with current training directives and regulations.
  - l. Prepares the unit annual flying hour program requirements (RCS: ARNG-717); provides the commander with technical assistance, monitoring, and guidance in the accomplishment of the unit flying hour program.
  - m. Monitors and provides technical assistance in the development of unit mobilization and movement plans, supervises the development of a comprehensive unit loading plan; supervises periodic testing of unit alert plans.
  - n. Attends all scheduled additional training assemblies and provides technical assistance and guidance for the preparation of training.
  - o. May be required to assist other aviation units' training programs for the enhancement of the overall readiness posture.
  - p. May be required to attend special schools and/or conferences, as appropriate.
  - q. Programs and monitors training funds necessary to accomplish all training requirements and completes required forms.
  - r. Performs other duties as assigned or required.
4. Supervisory controls: Works under the direct supervision of the unit commander. Day-to-day functions are coordinated by the battalion training officer in those units authorized a training assistant. In other units, day-to-day activities are coordinated with the next higher level supervisor. Work is performed on own initiative within established policy, procedure, and directives. Performance is evaluated in terms of effectiveness, adequacy, and compliance with directives and policy.
5. Qualification requirements.
- a. Must be qualified in WOMOS 153M on the unit MTOE/TDA:
  - b. Must be familiar with the Soldier's Training Program, Aircrew Training Program, Army Warrior Training, MOS Sustainment Training, Sergeants Training Time, NCOPD/OPD, and appropriate training regulations and publications.
  - c. Must maintain status as an Army National Guard ARL-1 aviator. This requirement does not apply to non-related maintenance warrants in AVIM units.
  - d. Must possess a security clearance not lower than **SECRET**.
  - e. Must be able to operate military vehicles organic to unit of assignment.