

JOB VACANCY ANNOUNCEMENT (JVA) CHECKLIST
(Form will be completed by hiring official)

PURPOSE: To ensure published Job Vacancy Announcements (JVAs) are in compliance with published policies and procedures.

REFERENCES:

AR 135-18, 1 November 2004

NGR 600-5, 21 September 2015

Memorandum, NGHI-COFS, 2 Oct 2013, subject: Assignment and Promotion of Active Guard/Reserve (AGR), Title 32 Enlisted Soldiers

INSTRUCTIONS/RESPONSIBILITIES: Career Management must occur first, to ensure we are placing the right person, in the right place, at the right time.

1-Hiring Official Responsibilities:

- a. Exhaust other mandatory fill options (PPL, excess, EPS) first, prior to request for JVA.
- b. Obtain HIARNG Chief of Staff approval to fill vacancy.
- c. Request for draft JVA from AGR Manager.
- d. Review JVA draft and provide notes/comments based on the vacant position requirements.

2-HRO Army AGR Branch

- a. Provide JVA shell to hiring official.
- b. Reviews draft JVA for compliance with entry requirements IAW NGR 600-5 and AR 135-18, Chapter 2.
- c. Facilitates publication of the completed JVA, collects then screens applications, prepares packets for hiring official, verifies board reports, and notifies applicants of their selection/non selections.

Part I: Vacancy Data

UNIT/UIC:	
REASON FOR VACANCY:	
POSITION DESCRIPTION:	
SPECIAL QUALIFICATIONS (CST, RRB, Instructors, Pilot):	
MOS/AOC:	GRADE REQUIREMENT:
PARALIN NUMBER:	
DESIRED PUBLISH DATE:	
NUMBER OF DAYS REQUESTED TO KEEP JVA OPEN	
DUTY LOCATION:	
TYPE OF JVA FILL:	
PROJECTED START DATE(Must be on/around 1 st or 16 th of the month to ensure timely pay processing and all requirements must be completed 10 days prior to this date):	
UNIT POC / PHONE NUMBER:	

JOB VACANCY ANNOUNCEMENT (JVA) CHECKLIST cont.

Part II: Qualifications

YES	NO	N/A	Area of Consideration:
			On Board HIARNG AGR Only
			HIARNG Soldiers Only
			Any component of the US Army eligible to become members of the HIARNG w/in the state of Hawaii
			Nationwide
			Same grade as vacancy
			Same grade and one grade below
			Allow waivers for disqualifications (must be waivable disqualification per NGR 600-5, table 2-1)
			Grade and Specialty:
			Low density MOS ONLY: Allow E6 and above Soldiers who are Non MOSQ to apply (note: if yes, selectee will require an approved waiver from NGB prior to accession)
			Standards of Conduct:
			Must have a valid security clearance
			RRB ONLY: Must meet Position of Significant Trust and Authority (POSTA) requirements
			Misc:
			Mandatory fill options (PPL, excess, EPS) exhausted first prior to request for JVA
			Keep KSA as one of the required documents for packet
REMARKS/ADDITIONAL REQUIREMENTS:			

Part III: Chain of Command Approval (Signature/Remarks)

POSITION	CONCUR	NON-CONCUR
1. <u>Chief of Staff, HIARNG</u>		
Remarks:		
2. <u>Administrative Officer</u>		
Remarks:		