

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

5 October 2017

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)
VACANCY ANNOUNCEMENT NO. FY2018 – 01
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: Applicants will be assigned as an 88M in Co D, Forward Support, 29th Brigade Support Battalion but will serve fulltime as the Assistant Squadron S4 at 1-299th Cavalry Squadron, Hawaii Army National Guard, Hilo, Hawaii. Applicants who have applied for a previous Job Vacancy Announcement, **NEED TO RE-APPLY**.

CLOSING TIME/DATE: Applications must be received by the Hawaii Human Resources Office (HIHRO), **NLT COB 4 November 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, **State-Wide**, belonging to the Hawaii Army National Guard, in the grade of E4 – E5. Applicants must be able to become qualified as an 88M within one year of hiring. Applicants must also have the ASVAB score equivalent to the requirement of a 92Y. AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of a new duty position) may apply. If a waiver is required for an initial tour or for a subsequent tour (AR 135-18, table 2-2 & 2-5), the waiver must be approved prior to accession. No other waivers authorized.

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**

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APPOINTMENT REQUIREMENTS: **Enlisted** personnel, 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 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. Pregnancy is not a disqualifying condition for initial appointment in 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 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 #4 below).

ELIGIBILITY CRITERIA: Hawaii Army National Guard Soldiers (excluding AGR Soldiers on an initial tour or within the first 18 months of a new duty position) 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 meets all eligibility criteria by signing in Section V of NGB Form 34-1.**)

(1) A physical demands rating of very heavy.

(2) A physical profile of 222222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) A minimum score of 90 in aptitude area OF in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(e) A minimum score of 85 in aptitude area OF on ASVAB tests administered on and after 2 January 2002.

(4) Normal color vision.

(5) Mandatory formal training.

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(6) Soldiers reclassifying into the MOS cannot exceed the rank of SGT (Active Component only).

(7) Must have a valid State motor vehicle license.

(8) No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include:

(a) No conviction by court-martial or by any Federal or state court.

(b) No juvenile adjudication by state court.

(c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust.

(d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3.

(e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law. Note: Disqualification under this paragraph is waivable by a military review board.

(9) No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.

(10) No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.

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), **dated 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) Valid proof of medical qualification. Any one of the below listed documents satisfy verification of medical qualification:
 - Medical Protection system (MEDPROS) printout of Individual Medical Readiness (IMR) with PHA date within 12 months reflected. (Preferred method).
 - Current Physical – DD Form 2807 and 2808 (or sister service equivalent), within the last 5 years if under 40 years old and within the last year if over 40 years old.
- (3) Last five (5) Noncommissioned Officer Evaluation Reports (NCOERs).
- (4) Certified ERB with current ASVAB test scores.
- (5) DD Form(s) 214 and/or DD Form 220 (All periods of active duty).
- (6) Proof of highest level of Civilian Education acquired.

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- (7) Proof of Secret or higher security level clearance memo (JPAS printout will not be accepted). Contact SGT Lemeruel Duquez, HIARNG Security Manager or the appointed representative for memo.
- (8) 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.**
- (9) 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.
Ability to give specific guidance relative to the position.
 - (d) Skills you possess to assist in the improvement of the position or program.
 - (e) 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. 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.**
3. 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.
4. 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.

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 enlistment in the ARNG. Enlistment 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 enlistment in the National Guard of the appropriate state.

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).

Qualifications Criteria: (cont.)

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.

- a. Must possess the grade equal to or below that authorized for the AGR duty position.
- b. Sergeant (E5) or below, must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD. This JVA requires all applicants to be MOS qualified to apply.

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.

As a result of resignation in lieu of adverse personnel action. This

requirement is non-waivable 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.

Qualifications Criteria: (cont.)

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.

Qualifications Criteria: (cont.)

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.

Must not have academically failed the United States Army Sergeants Major Course (USASMC) or must not have been released from the United States 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. Sergeant (promotable), 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 non-waivable requirement IAW AR 135-18, Table 2-6 E.
2. Excludes Soldiers within the first 18 months of a new duty position.

H. Reenlistment or Extension.

Must be eligible for reenlistment or extension per NGR 600-200.

ASSISTANT S4 NCO, E5
DUTIES AND RESPONSIBILITIES

1. Duties and responsibilities

- a. Soldier chosen for this position will work full time as the 1-299 Cavalry Squadron Assistant S4 but will be assigned as an 88M with Delta Forward Support Company. The Soldier will continue to perform the duties of the Battalion Assistant S4 during drill weekends, to include Annual Training.
- b. The assistant S4 will assist the Squadron S4 NCOIC with performing the duties involving request, receipt, storage, issue accountability and preservation of unit organizational equipment, and expendable supplies and equipment. The assistant S4 will also assist the Squadron S4 NCOIC with forecasting, ordering, shipping and storing all classes of supply required to meet the training requirements established by the Squadron S3 and S4.
- c. Receives, inspects, inventories, loads, unloads, and segregates, stores, issues, delivers and returns organization and installation supplies and equipment. Operates unit level computer. Prepares all unit/organization supply documents. Maintains an automated supply system for accounting of controls weapons and acumination in security areas. Schedules and performs preventive and organizational maintenance on weapons.
- d. Provides technical guidance to lower grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books and transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items.
- e. Directs supply personnel and establishes supply and inventory control management functions. Reviews daily and monthly records of issues of petroleum products and operating supplies. Provides technical assistance to equipment records and parts specialist. Assist and advises supply officer and commander.
- f. Must have knowledge of Microsoft applications. Will become knowledge on the Training Ammunition Management Information System-Redesign (TAMIS-R); Transportation Automated Informational Management System (TC-AIMS) and General Fund Enterprise Business System (GFEBS). Will become knowledgeable of the Global Combat Support System (GCSS).
- g. Conducts ongoing cross-coordination with the full time staff to ensure that long and short term readiness requirements are understood and accomplished in a timely manner
- h. Analyzes equipment readiness analysis (ERA) reports and makes recommendations to the command on equipment that can be transferred to enhance equipment on hand readiness
- i. Reviews policy and doctrinal publications to determine adequacy of unit policies and procedures and advises on supply and service matters.
- j. Monitors command supply discipline within the Squadron.

- k. Monitors the food service programs, food service reviews and assists with training subordinate food service personnel.
- l. Monitors the development of unit movement plans, and unit load plans. Will assist in unit movements. Will oversee and plan convoys and administrative movements to include coordination of resources
- m. Works with Property Book Officer to account for, and maintain property such as excess, lateral transfers and new equipment fielding.
- n. Provides customer service to all Soldiers within your unit with regards to any Supply issues.
- o. If hired as an AGR, you will be expected to conduct physical training at least three times per week individually or in group setting to ensure maintenance of APFT and height and weight standards.
- p. If hired as an AGR, you are expected to conduct yourself as a professional Soldier at all times. You will be expected to be professional in appearance and attitude. You are expected to live the Army Values - Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.
- q. Performs other duties as required or assigned.