

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

9 March 2018

**ARMY ACTIVE GUARD/RESERVE TOUR (FTM)  
VACANCY ANNOUNCEMENT NO. FY2018 - 16  
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:** Recruiting and Retention Automation NCO, E7, 79T4O, Recruiting and Retention Battalion, Hawaii Army National Guard, Kapolei, Hawaii. Applicants, who have applied for previous Job Vacancy Announcements, **NEED TO RE-APPLY.**

**CLOSING TIME/DATE:** Applications must be received by the Hawaii Human Resources Office (HIHRO), **NLT COB 8 April 2018.** 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** members of the Army National Guard, **NATIONWIDE**, in the grade of E6 – E7. All E7 applicants must already be MOSQ 79T or 25B qualified. This JVA is open to all E6 applicants who are able to become MOSQ 79T or 25B qualified. All applicants MUST meet all requirements for holding a Position of Significant Trust and Authority (POSTA). All applicants must have a current Security+ Certification. Current AGR Soldiers (excluding those within their first 18 months of an initial tour) may apply. Waivers for disqualifications must be waivable IAW AR 135-18 and per NGR 600-5 table 2-1 and 2-2. No other waivers authorized.

**SALARY:** Military Pay and Allowances.

**PROJECTED AGR START DATE:** Open.

**THIS ANNOUNCEMENT WILL BE POSTED ON UNIT BULLETIN BOARD  
UNTIL CLOSING DATE**

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**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).

**APPOINTMENT REQUIREMENTS:** **Enlisted** personnel, in the grade of E7, 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 accession. 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. *The following Information MUST BE VERIFIED:* **Individual must have a minimum score of 110 in aptitude area GT waivable to 100 with a score of 100 in aptitude area ST in the Armed Services Vocational Aptitude Battery (ASVAB) if tested prior to 2 January 2002. Or a minimum score of 110 in aptitude area GT waivable to 100 with a score of 96 in aptitude area ST on the ASVAB if tested on or after 2 January 2002.** 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. **On-board AGR applicants on an initial tour for less than 18 months will not be considered.** Persons entitled to Permanent Change of Station (PCS) allowances/benefits may be eligible for consideration contingent upon availability of PCS funds from NGB. (See Notes to Applicants item #4 below).

**NOTE: This Recruiting assignment has been identified as a Position of Significant Trust and Authority (POSTA) and the following additional State and NGB requirements must be met prior to acceptance into the AGR program:**

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRB CDR.

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- After all state level requirements have been passed, you must receive favorable results from NGB level screens of the following:
  - Department of Army Inspector General (DAIG)
  - Criminal Investigation Division (CID)
  - Office of Military Personnel File Review
  - Army Substance Abuse Program

**ELIGIBILITY CRITERIA:** 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's by signing in Section VI of NGB Form 34-1).**

**APPLICATION PROCEDURES:** Individuals may apply by submitting the following required documents to the HHRO. 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).
- (4) Certified ERB with current ASVAB test scores. (Include civilian email address, upper right corner)
- (5) NGB Form 23B (Army National Guard Retirement Points History Statement).
- (6) DD Form(s) 214 and/or DD220 (All periods of active duty) and DD Form(s) 215 (if applicable).
- (7) DA photo taken within the last 24 months.
- (8) Proof of highest level of Civilian Education acquired.
- (9) Proof of Security Clearance Verification Memorandum from the State's Security Manager (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 other previous APFTs for a total of 4 scores submitted.**
- (11) DD 369 (Local Agency Police Records Check) with search results less than 30 days old at the time of application submission.
- (12) Sex Offender Verification of NO SEX OFFENDER RECORD ([www.nsopw.gov](http://www.nsopw.gov))
- (13) Biographical Sketch IAW NGR 600-200, Figure G-3.
- (14) Memo explaining any missing required documents (APFT, OER, DA Photo, etc.).
- (15) 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

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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) 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.**

2. Sending application/other supporting forms by e-mail 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 e-mail 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 mailing address for 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. 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.

5. **The purpose of this announcement is to establish a list of eligible.** The order of merit listing (OML) should remain valid for no more than 90 days from the date of the selection panel.

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**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.

**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.

Must be able to complete 20 years of Active Federal Service prior to reaching Retention Control Point (RCP).

**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. Staff Sergeant or above, must possess the required grade and MOS level authorized for the AGR duty position.

**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.

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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 non-waivable IAW AR 135-18, Table 2-4.
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 –

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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 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 non-waivable 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.

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### **RECRUITING AND RETENTION NCO AUTOMATION NCO, E7, 79T40 DUTIES AND RESPONSIBILITIES**

1. Related experience: Experience in the following specialties is highly desired:
  - a. Team/Squad/Section leader.
  - b. Sales/Sales Management.
2. Supervisory controls: Works under the supervision and control of the recruiting and retention NCOIC for the assigned area; performs duties with minimum supervision after receiving general guidance and mission. Performance of duties are evaluated and reviewed for accomplishment of assigned mission.
3. Justification: This position is located in one of the designated recruiting areas of the state. The incumbent is charged with the responsibility of seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives as assigned by the Recruiting and Retention Commander (RRC).
4. Position description: The Recruiting and Retention Automation NCO serves as the primary automation point of contact, advisor and troubleshooter for the RRC. He/she supports the SM efforts of all RRC personnel by ensuring that automated RRC missioning, tracking, awarding and applicant presentations and processing are unhindered. Automation NCO duties are as follows:
  - a. Obtain, maintain, train and deploy existing and future Information Technology (IT) resources.
  - b. Manage USAAC Form 101/USAREC Form 1189, Request for ADP II or III Category Access Pending Completed Background Surety Investigation [1JUN 2003] V4.10 for the RRC.
  - c. Assist the State Security Manager in scheduling periodic Re-Investigations of National Agency Checks (NAC) for the RRC.
  - d. Manage Public Key Infrastructure (PKI) accounts for the RRC.
  - e. Provide Internet Service Provider (ISP) account management for the RRC.
  - f. Maintain Virtual Private Network (VPN) using tunneling technology for secure transmission of sensitive data through standard phone lines and GUARDNET LAN Access.
  - g. Provide the RRNCOIC with resources and information needed to train their subordinate personnel on automation related issues.
  - h. Monitor and evaluates performance and compliance of automated system users, communicates technical information to operators, develops training solutions to enhance performance where necessary and assists them locally and remotely in functional support.
  - i. Coordinate the acquisition, service and property accountability of all automation equipment and manages all warranty and non-warranty technical support issues.
  - j. Prepare technical studies and reports and maintains records pertaining to this functional area.
  - k. Provide technical support for networked systems.

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- l. Inform new users of automation requirements and responsibilities through the use of an in-processing checklist.
- m. Inform the chain of command of automation configuration control violations.
- n. Initiate MIPR process for purchase of additional automation equipment, if required.
- o. Ensure that all DOD mandated virus updates and software patches are loaded onto ARISS computers, to avoid work stoppages.
- p. Make adjustments to FAZR and PER to ensure that the RRC personnel are correctly recorded in the ARISS System.
- q. Have access to ATRRS and input Army Automated Training Application Module (AATAM) training applications for schools needed.
- r. Will assist personnel assigned to recruiting and retention to obtain the correct User Id and passwords for the required systems access.
- s. Serve as the state/territory POC in the administration of the Virtually Armory Website.
- t. Will provide NGB ROC with any changes in personnel for user ID's for REQUEST program.
- u. Performs RSP duties as cadre during drill weekends as directed.