

# ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 Diamond Head Road, Honolulu, Hawaii 96816-4495

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**ANNOUNCEMENT NUMBER: JVA FY2018-18**

**DATE: 02 June 18**

**CLOSING DATE: 18 June 18**

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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.

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

Human Resources NCO, Para 201D, Line 09, E6, 42A

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**APPOINTMENT FACTORS:**    **OFFICER ( )**            **WARRANT OFFICER ( )**            **ENLISTED ( X )**

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**LOCATION OF POSITION:**

HIARNG ELEMENT, JFHQ, G1, 91-1227 Enterprise Avenue, Kapolei, Hawaii 96707.

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**WHO MAY APPLY:**

Present Enlisted members of the Hawaii Army National Guard in the grade of E5 – E6.

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**AREA OF CONSIDERATION:** All applicants MUST be MOS 42A qualified and must have completed SSD2. Applicants must have a Top Secret clearance and at a minimum have intermediate level experience with HR systems. AGR Soldiers (excluding Soldiers within the first 18 months of an initial tour) may apply. No waivers authorized. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

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**INSTRUCTIONS FOR APPLYING:** The documents listed below **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the Soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

1. NGB 34-1 (dated 20131111) must be complete with original signature #17). **Signature will be in original or digital signature. Errors, omissions of information, application completed in pencil, or unsigned application, and those that are late due to the mail system will be returned without action.** Pay attention to instructions in Section IV and V. If "Yes" for #3 or #4, provide police report.
2. Most recent Medical Protection System Individual Medical Readiness (IMR) Record (printout from Unit, not AKO medical readiness). The IMR must be dated within the last 12 months to be valid. All current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
3. Last five (5) Noncommissioned Officer Evaluation Reports (NCOERs) (Current and previous 4, if applicable).
4. Certified copy of Enlisted Record Brief (ERB) with current ASVAB test scores.
5. DA Photograph taken within the last 24 months.
6. All DD214s, DD215s, and DD220 to verify all previous active service of applicant.
7. NGB Form 23B (Retirement Points Statement).
8. Proof of highest level of Civilian Education required.
9. Proof of Top Secret security level clearance memo (JPAS printout will not be accepted). Contact HIARNG Security Manager or the appointed representative for memo.
10. Copy of DA Form 705 reflecting passing APFT and passing HT/WT data (must meet 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 any missing required documents (APFT, NCOER, DA Photo, 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). 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.

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. Submit application through certified mail or hand deliver to: Human Resources Office, ATTN: HIHRO-A, 3949 Diamond Head Road, Honolulu, HI 96816-4495, Bldg 306, Rm 214. 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.** Emailed packets will not be accepted, unless the applicant is deployed. If applicant is deployed make sure you annotate on subject line of email (DEPLOYED) name and announcement number.

Records of applicants will be screened by HRO prior to submission to the selection panel. Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-consideration within 10 days of the JVA's closing date.

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**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 42A

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**MINIMUM APPOINTMENT REQUIREMENTS: For initial entry and subsequent assignment in the AGR Program, an applicant must meet and maintain the qualifications prescribed below, additionally meet standards prescribed IAW AR (NGR) 600-5, AR 135-18, AR 40-501, AR 600-9, and AR 600-10.**

1. A physical profile of 222222 or better.
  2. Must be a member of the Hawaii Army National Guard.
  3. Must be 18 years of age, and less than 55 years of age for initial entry.
  4. Must be able to complete a 3-year initial tour of Full-time National Guard duty (FTNGD) prior to reaching 18 years AFS or the date of mandatory removal from an active status based on age, or service (without an extension).
  5. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
  6. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
  7. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
  8. Those applicants who resigned from the AGR program versus adverse actions are not eligible to reenter AGR program.
  9. Applicants must not be a candidate for public office or holding a civil office.
  10. Applicants will not be reassigned in another duty position during their first eighteen months of initial tour.
  11. Single applicants with dependents or applicants married to another service member with dependent(s) must have an approved Family Care Plan upon date of hire.
  12. Soldiers must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. Soldiers may be disqualified for any criteria as listed in table 2-2 and 2-3.
  13. Must meet the Army body fat standards IAW AR 600-9.
  14. 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.
  15. 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.
  16. Must be medically certified as drug free and have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to entry in the AGR program IAW AR 600-110.
  17. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
  18. 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.
  19. 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.
  20. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
  21. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
  22. Persons entitled to Permanent Change of Station (PCS) allowances/benefits may be eligible for consideration contingent upon availability of PCS funds from NGB. 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.
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## **DUTIES AND RESPONSIBILITIES:**

**Introduction: The purpose of this position is to provide assistance in the area of personnel management within the G1 Directorate. Incumbent will assist in both officer and enlisted personnel matters.**

Applies general knowledge of provisions and limitations of Freedom of Information and Privacy Act; prepares SIDPERS queries for command as requested; maintains files and documents in accordance with ARIMS and reference library; assists in trouble shooting personnel actions using available personnel databases; prepares requests for orders to accomplish personnel management functions; prepares SIDPERS input, reviews personnel transaction registers, and resolves errors; prepares or maintains reports and data on current strength, projected gains/losses and status of personnel; determines levels of strength authorized from TDA's and MTOE's to identify current and projected vacancies; identifies and reports surplus personnel, and recommends possible personnel actions that would enhance unit readiness; interviews incoming personnel for data required in maintaining personnel records; screens data entered on personnel records against established criteria and requirements; evaluates personnel qualifications to determine eligibility for special assignments and/or recommends to command, duty assignments that enhance career progression for individuals; prepares or processes requests for transfer or reassignment and other actions such as requests for attendance of service schools, extensions, and request for special duty/assignments. Upon receipt of orders for personnel assigned to unit, incumbent will prepare the necessary documents for transfer of records to next duty station (if applicable), and if required, brief personnel on time, date, and place of port call, as well as other actions required at next duty station (TDY/PCS). Identifies personnel eligible for promotion, reviews recommendations for promotion, initiates action to convene local promotion boards, prepares promotion points worksheet, schedules board and notifies participants, reviews promotion board action for accuracy and correctness and makes disposition of reviewed promotion packets, verifies computations on worksheets and maintains a current eligibility list; processes reclassification actions based on promotion, reduction, medical disqualification, loss of MOS qualification reclassification board and interviews personnel concerning reclassification action; performs daily Joint Personnel Adjudication System reports; processes security clearance applications and related actions; performs HSPD-12 adjudication and queries; performs in depth analysis and evaluations of Personnel Security Investigation, security files and other information containing serious derogatory or extremely sensitive information impacting on initial or continuing clearance and access eligibility; evaluates and analyzes all available information, determine its authenticity and pertinence; maintains a continuous liaison with counterparts, appropriate officials, and DoD offices to integrate DoD CAF actions; performs other duties as required or assigned.

**Supervisory controls: Work is performed under the supervision of the enlisted personnel NCO. Incumbent is relied on to plan, organize the work, and to determine the work methods and techniques required achieving the goals and meeting the needs of the organization. Technical guidance is received from the military personnel technician, administrative officer, or other related personnel at higher headquarters. Work is reviewed for compliance with instructions and policies, for adequacy and overall attainment of objectives.**

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## **HRO ARMY AGR BRANCH POC:**

SFC Minerva B. Manuel

(808) 672-1314

minerva.b.manuel.mil@mail.mil

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## **EQUAL OPPORTUNITY:**

The Hawaii Army National Guard is an Equal Employment Opportunity Employer. All qualified applicants will receive equal consideration for this announcement without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

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**NOTE: INCOMPLETE PACKET WILL NOT BE CONSIDERED**

