

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**

ANNOUNCEMENT NUMBER: JVA FY2018-19

DATE: 22 June 2018

**CLOSING DATE: 21 June 2019
(Continuous recruitment)**

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 open for one (1) year continuous recruitment** and will 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 TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

Recruiting and Retention NCO, Para 008B, Line 04, E6, 00F34

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

LOCATION OF POSITION:

Hawaii Recruiting and Retention Battalion, 91-1227 Enterprise Avenue, Kapolei, Hawaii 96707.

NOTE: Duty positions are located in various locations statewide

WHO MAY APPLY:

Present enlisted members of the Hawaii Army National Guard in the grade(s) of E5 – E6.

AREA OF CONSIDERATION: All applicants **MUST** be qualified in an MOS and must be able to become SQ1-4 qualified, if required, within 180 days of initial AGR tour assignment. All applicants must already possess a Secret security clearance. Current AGR Soldiers (excluding those within their 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.

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 11 Nov 2013) 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.
3. Copy of all current permanent and/or temporary physical profiles (DA Form 3349) – if applicable.
4. Last five (5) Noncommissioned Officer Evaluation Reports (NCOER) – Current and previous 4, if applicable.
5. Certified copy of Enlisted Record Brief (ERB) with current ASVAB test scores.
6. DA Photograph taken within the last 24 months.
7. All DD214s, DD215s, and DD220 to verify all previous active service periods.
8. NGB Form 23B (Retirement Points Statement).
9. Proof of highest level of Civilian Education acquired.
10. Proof of Secret security level clearance memo (JPAS printout will not be accepted). Contact HIARNG Security Manager or the appointed representative for memo.
11. DA Form 705 (Record APFT) and DA 5500-R/5501- HT/WT data (must meet standards IAW AR 600-9), both taken within six (6) months at the time of application submission. Also include **three other previous APFTs for a total of 4 scores submitted.**
12. DD 369 (Local Agency Police Records Check). Please only fill out blocks 1-8 and sign in block 11.
13. Sex Offender Verification of NO SEX OFFENDER RECORD (www.nsopw.gov)
14. Biographical Sketch IAW NGR 600-200, Figure G-3.
15. Memo explaining any gaps or missing required documents (APFT, NCOER, DA Photo, etc.).

16. 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.

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

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. Must be a member of the Hawaii Army National Guard.
2. 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.
3. Must be 18 years of age, and less than 55 years of age for initial entry.
4. A physical profile of 132221 or better. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results.
5. Qualifying scores – A minimum score of 110 in aptitude area GT on the Armed Services Vocational Aptitude Battery (ASVAB). Line score waivers will be considered for Soldiers with GT scores less than 110 provided the Soldier has a GT of 100 and an ST of 100 for ASVAB test administered prior to 2 January 2002 or a GT of 100 and ST of 96 on ASVAB test administered on or after 2 January 2002.
6. Must have a current physical demand category (PDC) rating of moderate or higher. If you do not have a current PDC rating at this level, you will be required to complete an Occupational Physical Assessment Test (OPAT) within 30 days of selection. If you are unable to obtain the PDC level required for this position, you will be subject to REFRAD from this position.
7. Must meet the Army body fat standards IAW AR 600-9.
8. 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).
9. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
10. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
11. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
12. Those applicants who resigned from the AGR program versus adverse actions are not eligible to reenter the AGR program.
13. Applicants must not be a candidate for public office or holding a civil office.
14. 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.
15. Upon selection, the selectee will be medically evaluated for clearance by the Office of the State Surgeon (POC: Deputy State Surgeon). Selectee must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, within 12 months prior to initial entry in the AGR program.
16. 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.
17. 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.
18. 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. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
19. 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.
20. 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.
21. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.

22. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
23. 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.
- 24. 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.
 - 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

DUTIES AND RESPONSIBILITIES:

1. Related experience: Experience in the following specialties is highly desired:
 - a. Team/Squad/Section leader.
 - b. Sales/Sales Management.
2. Special requirements:
 - a. Military Education: As required in NGR 600-200 and current ARNG Professional Development Program (PDP).
 - b. Civilian Education: Be a High School diploma graduate or have a GED and one year of college (no waivers authorized).
 - c. Knowledge of the organization and mission of the Army National Guard; knowledge of the Army National Guard recruiting and retention program and organization of the full-time recruiting force.
 - d. Creative writing skills.
 - e. Excellent speaking ability.
 - f. No record of conviction by special or general court-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), Chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
3. 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.
4. 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).
5. Position Description:

Conforms to all moral and ethical requirements of an ARNG recruiting and retention NCO and accepted practices. Establishes and maintains contacts in sufficient numbers and within the proper markets to achieve recruiting objectives. Establishes and maintains effective centers of influence/very influential persons in schools, civic groups, local governing bodies and supported units. Conducts formal and informal presentations to various school and civic groups to generate leads for enlistment in the ARNG. Establishes and maintains liaison with radio, television, and print media to keep the ARNG in the public view. Establishes and maintains displays and exhibits to promote interest in the ARNG. Interviews prospects regarding membership in the ARNG. Pre-qualifies prospects to ensure enlistment criteria are met. Assists in the scheduling and administration of high school ASVAB testing as appropriate. Arranges for transportation of applicants to military entrance processing station (MEPS) and military examination test site (METS) for enlistment processing. Administers enlistment-screening test (EST) to all applicants prior to producing ASVAB testing as appropriate. Completes required enlistment administration prior to transporting applicants to MEPS. Establishes and maintains a good working relationship with organizations/units in assigned area. Develops and maintains effective school recruiting programs. Conducts prospecting and lead generating activities in assigned area (i.e., area canvassing and telephone prospecting). Establishes and maintains files, correspondence, prospect cards and lead refinement lists in accordance with current policy and regulations. Performs RSP duties as cadre during drill weekends as directed.

HRO ARMY AGR BRANCH POC:

SFC Minerva B. Manuel
(808) 672-1314
minerva.b.manuel.mil@mail.mil

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).

NOTE: INCOMPLETE PACKET WILL NOT BE CONSIDERED