

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 FY2018-21

DATE: 10 July 2018

CLOSING DATE: 09 August 2018

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 TITLE, PARA LINE, MAXIMUM, AUTHORIZED MILITARY GRADE AND MOS: Two (2) positions are available.
Human Resources Sergeant, Para 112, Line 03, E5, 42A, HHB, 1st Bn, 487th Field Artillery
Human Resources Sergeant, Para 104, Line 05, E5, 42A, HHC, 29th Brigade Support Battalion

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

LOCATION OF POSITION:

HHB, 1st Bn, 487th Field Artillery, 77-230 Kamehameha Hwy, Wahiawa, HI 96786
HHC, 29th Brigade Support Battalion, 91-1227 Enterprise Avenue, Kapolei, HI 96707

WHO MAY APPLY:

Present Enlisted members of the Hawaii Army National Guard in the grade of E4 – E5.

AREA OF CONSIDERATION: All applicants MUST be MOS 42A qualified or already meet all requirements to become 42A and must have completed SSD1. If selected, non-MOSQ applicants must become 42A MOSQ within 12 months from AGR start date or be released from active duty (REFRAD). All applicants must possess a valid Secret security clearance. Applicants must understand that they are applying for BOTH positions and can be selected for either position(s); the selection board will make recommendation to the command for assignment. AGR Soldiers (excluding those within their first 18 months of an initial tour) may apply and MUST possess the MOS 42A. Waivers for disqualifications must be waivable IAW AR 135-18, table 2-2 and NGR 600-5 table 2-1 and 2-2. No other waivers authorized. In order to be considered for this position, applicants must meet minimum appointment requirements 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 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 Individual Medical Readiness (IMR) Record (printout from Unit, not AKO medical readiness). Periodic Health Assessment (PHA) 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).). If Soldier has no NCOER at all, provide available SPC evaluations or letter of recommendation instead.)
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.
7. NGB Form 23B (Retirement Points Statement).
8. Proof of highest level of Civilian Education acquired.
9. Proof of Secret security level clearance memo (JPAS printout will not be accepted). Contact the 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 gaps or missing required documents (APFT, NCOER, DA Photo, etc.).
12. Knowledge, Skills, and Abilities (KSA). Below are listed KSAs for this position.

- (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 **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 above 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 interview.**

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 15 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: 42A

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 323222 or better.
2. A physical demands rating of Significant (Gray) or higher.
3. A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
4. A minimum score of 100 in aptitude area GT on Armed Services Vocational aptitude Battery (ASVAB).
5. Must be a member of the Hawaii Army National Guard.
6. Must be 18 years of age, and less than 55 years of age for initial entry.
7. 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).
8. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
9. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
10. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
11. Those applicants who resigned from the AGR program versus adverse actions are not eligible to reenter AGR program.
12. Applicants must not be a candidate for public office or holding a civil office.
13. Applicants will not be reassigned in another duty position during their first eighteen months of initial tour.
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. Applicant 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.
16. Must meet the Army body fat standards IAW AR 600-9.
17. 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). Selected individual 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.
18. Applicant 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.
19. 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.
20. Must meet medical and administrative requirements for deployment and MUST agree to deploy.
21. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
22. 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.

23. 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.
 24. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
 25. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
 26. 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.
-

DUTIES AND RESPONSIBILITIES:

Supervises or performs personnel and administrative functions in support of company, battery, troop, and battalion S1's; and advises the commander, the staff, and unit Soldiers on human resource matters; performs unit and Battalion level administrative functions which cannot be accomplished by assigned personnel during regularly-scheduled training periods. Conducts and organizes office operations to include requisitions and maintains office supplies, blank forms, and publications; types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Answers telephone and personal inquiries and relays messages, posts changes to regulations; picks up, sorts, routes, and disposes of incoming official mail; receives and dispatches registered and certified mail. Supervises IDT enlisted personnel performing personnel and administrative functions. Attends all scheduled unit activities to include AT, IDT, ATA, and provides support to unit personnel as directed. Be responsible for the readiness of unit personnel to include monthly record review management and instructions as directed to include but not limited to updates to personnel records during processing to ensure accuracy and completeness of entries; request for archived records to replace lost or misplaced records; transfers records as required; prepares and assists with record reviews in IPERMS and responsible for completion of Family Care Plans, Soldiers Group Life Insurance, and emergency data in eMILPO; prepares and reviews forms and documents such as personnel quality records and enlisted / officer record briefs; monitors suspense actions to ensure compliance; prepares initial input to enter personnel in the accomplishment of administrative and personnel management duties. As a fulltime worker, keeps the commander and interested personnel abreast of current administrative and personnel management procedures; assists unit personnel in preparing personnel actions. Reviews and extracts information from human resource systems for commander the desired information to effectively manage personnel resources; provides commander with multiple queries of personnel readiness extracted from multiple systems; reads, interprets, and reconciles generated reports pertinent to the battalion. Types military and non-military letters, endorsements, memorandums, and messages; manages officer and enlisted evaluation reports; types personnel and unit actions and other documentation as requested; prepares items in draft and final copy; proofreads prepared copy for correctness, proper use of grammar, punctuation and spelling and proper format. Applies knowledge of provisions and limitations of Freedom of Information and Privacy Acts; prepares or maintains reports and data on current strength, projected gains and losses, status of personnel; identifies current and projected vacancies of positions; identifies personnel eligible for promotion; reviews promotion points worksheet; prepares request for orders to accomplish personnel management functions. Schedules physical examinations; prepares recommendations for awards and decorations; computes creditable service for retirement and processes applications for retirement; prepares and transmits casualty reports if required; advises command on correct procedures for line of duty determination; maintains files and file documents in accordance with ARIMS; creates special items such as ID tags and discharge records. Serves as the battalion career counselor and assists unit career counselors in preparation of documentation to reenlist or extend individuals; performs battalion level duties in the Retention Management System to ensure proper career development counseling, extensions and incentives and completed IAW AR 135-91, NGR 601-1 and NGR 600-7. Performs other duties as required or assigned.

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: IF YOUR APPLICATION PACKET DOES NOT PROVIDE ALL OF THE INFORMATION REQUESTED ON THE FORMS AND DOCUMENTS LISTED ABOVE, YOU WILL LOSE CONSIDERATION FOR THE JOB. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. Applicants are responsible for maintaining a copy of their applications. If you have questions, call the AGR Branch well in advance of the closing date at (808) 672-1314 or (808) 672-1006.