

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 FY2019-01

DATE: 14 October 2018

CLOSING DATE: 29 October 2018

The following Commissioned Officer position vacancies in the Hawaii Army National Guard is announced. These vacancies are 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 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, MAXIMUM AUTHORIZED MILITARY GRADE AND AOC:

Recruiting and Retention Officer (Production), O3, 42B

Two positions available.

LOCATION OF POSITION:

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

WHO MAY APPLY:

Present Commissioned Officers who are members of the Hawaii Army National Guard in the grade(s) of O2-O3.

AREA OF CONSIDERATION:

TIER I: 42B/AG branch qualified. Completed the Adjutant General Basic Officer Leaders Course (BOLC). Captain/O3 with at least 5 years' time in grade, must have completed a Captains Career Course.

TIER II: Officers qualified in any branch/AOC. If selected, must already meet the 42B training requisite requirements and be able to become 42B/AG branch qualified within 12 months of accession into the AGR program. Captain/O3 with at least 5 years' time in grade, must have completed a Captains Career Course.

All applicants must have completed Basic Officer Leaders Course (BOLC) and already possess a Secret security clearance. **MUST meet Position of Significant Trust and Authority (POSTA); see Minimum Appointment Requirements for additional information.** AGR Soldiers on their initial tour for less than 18 months are ineligible to 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 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. Individual Medical Record (IMR) printout (from Unit, not AKO medical readiness). Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid.
3. All current permanent and/or temporary physical profiles (DA Form 3349), if applicable.
4. Last five (5) Officer Evaluation Reports (OER) – Current and previous 4, if applicable.
5. **Certified** copy of Officer Record Brief (ORB) with current ASVAB test scores (include civilian email address on the upper right corner).
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 (JPAS printout will not be accepted). Contact the HIARNG Security Manager or appointed representative for a 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) with search results less than 30 days old at the time of application submission.
13. Sex Offender Verification of NO SEX OFFENDER RECORD (www.nsopw.gov).
14. Biographical Sketch IAW NGR 600-100, Appendix H.
15. Memo explaining any gaps or missing required documents (APFT, OER, DA Photo, etc.).
16. Knowledge, Skills, and Abilities (KSA). Below are listed KSAs for this position.

- (a) Knowledge of Recruiting and Retention Operations.
- (b) Knowledge of sales techniques.
- (c) Ability to apply sound judgement to solve complex problems in an ambiguous environment.
- (d) Ability to network and develop relationships outside the organization in support of mission objectives.
- (e) Ability to track, prioritize, and complete multiple requirements as efficiently as possible.
- (f) Skills you possess to assist in the improvement of the position or program.
- (g) 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 employment.**

Each applicant must forward his/her application package listed above to arrive in the Human Resources Office (HRO) group mailbox NLT 2359 hours on the closing date indicated above. Documents must be scanned in the order as listed above as **1 (one) pdf file format** and emailed to ng.hi.hiang.mbx.nghi-hro-agr@mail.mil. Subject line of the email must include the announcement number and the applicant's name.

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: 42B

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. Must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. 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 323222 or better. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results.
5. Must have a current physical demand category (PDC) rating of Significant (Gray) 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.
6. Must meet the Army body fat standards IAW AR 600-9.
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. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
9. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
10. Those applicants who resigned from the AGR program against adverse actions are not eligible to reenter the AGR program.
11. Applicants must not be a candidate for public office or holding a civil office.
12. 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.
13. 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.
14. 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.
15. 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.
16. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
17. 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.
18. 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.
19. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
20. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
21. 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.
22. **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 attached 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
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DUTIES AND RESPONSIBILITIES:

1. Related experience: Experience in the following specialties is highly desired:
 - a. Section leader/Platoon Leader/Company Commander.
 - b. Sales/Sales Management.
2. Special requirements:
 - a. Military Education: As required in NGR 600-100 and current ARNG Professional Development Program (PDP).
 - b. Civilian Education: Baccalaureate degree or higher (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 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 Officer Recruiter 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. Performs Initial Entry Training Resource Manager (IETRM) duties including annual AFAM and TRAP for all projected HIARNG new Soldier accessions. Manages Isolated Unit Funds. Performs other duties as 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. If you have questions, call the AGR Branch well in advance of the closing date of this JVA at (808) 672-1314 or (808) 672-1006.

