

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 FY2019-04 DATE: 29 November 2018 CLOSING DATE: 14 December 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:
Assistant Battalion S4 Supply Sergeant, Para 705, Line 04, E5, 92A2O

LOCATION OF POSITION:

1st Bn, 487th Field Artillery, 77-230 Kamehameha Hwy, Wahiawa, Hawaii 96786. Selected individual will work full-time with Bn S4, 1st Bn, 487th FA but will be assigned to Co F (FSC), 29th BSB for IDT status.

WHO MAY APPLY:

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

AREA OF CONSIDERATION: 92A MOS qualified applicants must already completed SSD1. Non-MOS qualified applicants must already completed SSD1 and meets minimum ASVAB score and other training requisite requirements for 92A MOS. If selected, non-MOS qualified applicant must have the potential to become 92A MOS qualified within 12 months from AGR start date or be released from the AGR program. All applicants must possess a valid Secret security clearance. AGR Soldiers (excluding those within their first 18 months of an initial tour) may apply. 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 digital signature. Errors, omissions of information, unsigned application and those that are late will be returned without action.**
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.
3. All current Physical profiles (DA Form 3349) for medical and physical limitations, if applicable.
4. 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.
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.
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) within the last 6 months. Contact the HIARNG Security Manager or the appointed representative for memo.
11. Copy of DA Form 705 reflecting passing record 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.**
12. Memo explaining any gaps or missing required documents (APFT, NCOER, DA Photo, etc.).
13. 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.

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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.**

Forward your application packet, via your official military/enterprise email only, to Human Resources Office (HRO) group mailbox: ng.hi.hiang.mbx.nghi-hro-agr@mail.mil. Your application packet must arrive in our mailbox no later than 2359 hours on the closing date indicated above or your packet will not be accepted. Documents must be scanned in the order as listed above and emailed as one (1) pdf file format. Subject line of the email must include the announcement number and the applicant's name.

Application packets will be screened by HRO prior to submission to the selection panel. Applicants who do not meet eligibility requirements under Area of Consideration and Minimum Appointment Requirements will not be submitted to the selection panel and will be notified of their non-consideration within 10 days of the JVA's closing date.

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 have a current physical demand category/OPAT 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.
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 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
4. Must be 18 years of age, and less than 55 years of age for initial entry.
5. 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).
6. AGR Soldiers on initial tours are stabilized for the first 18 months and are ineligible to apply for this position.
7. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
8. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of separation.
9. Those applicants who resigned from the AGR program due to adverse actions are not eligible to reenter AGR program.
10. 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.
11. Must meet the Army body fat standards IAW AR 600-9.
12. 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.
13. 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.
14. 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.
15. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
16. 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.
17. 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.
18. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
19. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
20. 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:

Supervisory control: Works under the supervision of the Battalion Supply Sergeant at the Battalion level; accomplishes day-to-day requirements independently in accordance with established policies/procedures and commander's guidance. Soldier chosen for this position will work full time as the 1/487TH FA BN Assistant S4 but will be a 92A with Co F (Forward Support Company) during drill weekends should there be a need for a 92A. If Co F (FSC), does not require 92A assistance, the Soldier will continue to perform the duties of the Battalion Assistant S4 during drill weekends, to include Annual Training.

Assists the Battalion S4 NCOIC with performing the duties involving request, receipt, storage, issue accountability and preservation of unit organizational equipment, and expendable supplies and equipment. Assists the Battalion S4 NCOIC with forecasting, ordering, shipping and storing all classes of supply required to meet the training requirements established by the Battalion S3 and Battalion S4. Receives, inspects, inventories, loads, unloads, and segregates, stores, issues, delivers and returns organization and installation supplies and equipment. Operates unit level computer. Prepares all unit/organization supply documents. Maintains an automated supply system for accounting of controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Provides technical guidance to lower grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transactions to organizational and installation property books and transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Directs supply personnel in establish supply and inventory control management functions. Maintains property under GCSS-ARMY. Reviews daily and monthly records of issues of petroleum products and operating supplies. Provides technical assistance to equipment records and parts specialist. Assist and advises supply officer and commander. Must have knowledge of Microsoft applications Must have knowledge on the Standard Army Management and Information Systems (STAMIS); the Standard Property Book Unit Supply Enhanced (PBUS-E); Standards Army Maintenance System Enhanced (SAMS-E); Logistics-Integrated Material Analysis Program (IMAP); Training Ammunition Management Information System-Redesign (TAMIS-R); Transportation Automated Informational Management System (TC-AIMS) and General Fund Enterprise Business System (GFEBS). Will become knowledgeable of the Global Combat Support System (GCSS). Conducts ongoing cross-coordination with the full time staff to ensure that long and short term readiness requirements are understood and accomplished in a timely manner. Analyzes equipment readiness analysis (ERA) reports and makes recommendations to the command on equipment that can be transferred to enhance equipment on hand readiness. Reviews policy and doctrinal publications to determine adequacy of unit policies and procedures and advises on supply and service matters. Monitors command supply discipline within the Battalion. Monitors the food service programs, food service reviews and assist with training subordinate food service personnel. Monitors the development of unit movement plans and unit load plans. Assists in unit movements. Oversees and plans convoys and administrative movements to include coordination of resources. Works with Property Book Officer to account for and maintain property such as excess, lateral transfers and new equipment fielding. Provides customer service to all Soldiers within BN regarding Supply issues. If hired as an AGR, you are expected to conduct yourself as a professional Soldier at all times. You will be expected to be professional in appearance and attitude. You are expected to live the Army Values - Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage. If hired as an AGR, you will be expected to conduct physical training at least three times per week individually or in group setting to ensure maintenance of APFT and height and weight standards. Failure to pass APFT and height and weight standards will result in removal from the AGR program. 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.

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