

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 FY2019-08

DATE: 07 February 2019

CLOSING DATE: 22 February 2019

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 Supply Sergeant, Para 106, Line 03, E5, 92Y2O

LOCATION OF POSITION:

HHC, 227th Brigade Engineer Battalion (BEB), 91-1227 Enterprise Avenue, Kapolei, Hawaii 96707

WHO MAY APPLY:

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

AREA OF CONSIDERATION: SGT/E5 applicants must already have completed Basic Leaders Course (BLC). SPC/E4 applicants must already have completed SSD1. All non-MOSQ applicants must meet ASVAB scores/other training pre-requisites requirements to become 92Y MOSQ. If selected, non-MOS qualified applicant must have the potential to become 92Y 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 or be eligible to obtain one. 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. If there is no secret clearance, provide Local Agency Check (LAC) 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.

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- (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.**

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. Each applicant will ensure that supporting documents, to include diplomas, orders, etc. are submitted with the application as evidence of meeting the APPOINTMENT REQUIREMENTS. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.** 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. A physical demands rating of Moderate (Gold) 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 92 in aptitude area CL on ASVAB tests administered on and after 2 July 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. No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include: (a) No conviction by by court martial or by any Federal or state court. (b) No juvenile adjudication by state court. (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust. (d) No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3. (e) Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or state law.
5. No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.
6. No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4.
7. Must be 18 years of age, and less than 55 years of age for initial entry.
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 AGR program.
13. 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.
14. Must meet the Army body fat standards IAW AR 600-9.
15. 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.
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. 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

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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.

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.

Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns in organization and installation supplies and equipment. Operates unit level computer (ULC). Prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and 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 supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Directs supply personnel in establishing supply and inventory control management functions. Maintains property under Global Combat Support System - Army (GCSS-A). Reviews daily and monthly records of issues of petroleum products and operating supplies. Provides technical assistance to equipment records and parts specialist. Assists and advises supply officer and commander. Serves as an Assistant Logistics NCO for the Battalion. Analyzes equipment readiness analysis (ERA) reports and makes recommendations to the command on equipment that can be transferred to enhance equipment on hand (EOH) readiness. Reviews policy and doctrinal publications to determine adequacy of unit policies and procedures and advises on supply and service matters. Monitors command supply disciplines program (CSDP) within the Battalion. Monitors food service programs, food service reviews, and assists with training subordinate food service personnel. Assists in reports of survey program by monitoring timeliness of initiation, completeness, correctness and timely processing. Monitors development and update of unit movement plans, unit load plans and automated unit equipment listing (AUEL) reports. Monitors and coordinates the training of all logistics personnel within the organization; coordinates with training personnel to ensure logistics training and adequate maintenance training are scheduled and conducted. Assists in unit movements. Oversees and plans convoys and admin/tactical movements to include resources and coordination. Works with the Property Book Officer to account for, and maintain property such as excess, lateral transfers, and new fielding of equipment. Maintains Battalion discharge reports to meet requirements. Ensures the Battalion has resources for training to meet training events with the Battalion S3. Works with the BDE S4 to streamline processes and procedures and meet BDE requirements as needed. Must have a working knowledge of Microsoft Windows Programs: Word, Excel, Outlook, and Power Point to be effective and efficient in accomplishing directed tasks. Must have working knowledge of new Global Combat Support System-Army (GCSS-Army), General Fund Enterprise Business System (GFEBs), and other unit and battalion level supply management systems as applicable. This position requires periods of TDY travel. 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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