

## 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

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ANNOUNCEMENT NUMBER: JVA FY2019-10      DATE: 28 February 2019      CLOSING DATE: 30 March 2019

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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.

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

Supply Sergeant, Para 110, Line 03, E6, 92Y3O

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**UNIT AND LOCATION OF POSITION:**

HHC, 29<sup>th</sup> Brigade Support Battalion (BSB), Kapolei, Hawaii 96707

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**WHO MAY APPLY:**

Present Enlisted members of the Hawaii Army National Guard in the grade of E5 – E6.

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**AREA OF CONSIDERATION:** SSG/E6 applicants must already be 92Y MOS qualified. SGT/E5 applicants must have completed Basic Leaders course. Non-MOS qualified applicants must meet ASVAB score and other training requisite requirements for 92Y MOS. 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.

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**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 block #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.
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 (JPAS printout will not be accepted). Contact the HIARNG Security Manager or the appointed representative for memo. If there is no secret clearance, provide Local Agency Check (LAC) memo. Soldier **MUST** be able to obtain a secret clearance or he/she will be REFRAD.
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.

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- (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.**

Forward your application packet, via your official military/enterprise email only, to Human Resources Office (HRO) group mailbox: [ng.hi.hiang.mbx.nghi-hro-agr1@mail.mil](mailto:ng.hi.hiang.mbx.nghi-hro-agr1@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. Mailed in or hand delivered applications will not be accepted.

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 15 days of the JVA's closing date.

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### **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 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. 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. 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. 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.
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.

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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.

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### DUTIES AND RESPONSIBILITIES:

**Supervisory control:** Works under the direct supervision of the senior full-time support person of the unit, which assigned; accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon accomplishment of established objectives.

Assists the commander with execution of the units' supply programs; must have a working knowledge of the new Global Combat Support System-Army (GCSS-Army) and other unit level supply management systems as applicable to the units' requirements; conducts ongoing cross-coordination with all other fulltime personnel in the unit/organization to ensure that short and long range readiness requirements are understood and accomplished in a timely manner. Shares in the responsibility for strength maintenance of the unit/organization to which assigned. Maintains files of all required supply regulations, publications, records, and blank forms, as applicable; ensures logistics portion of the 12-series forms (pin-point distribution) are current; prepares, reviews, and updates hand receipts, property listings and annexes; prepares and maintains individual and organizational clothing and individual equipment (OCIE) records; prepares, maintains, and updates signature cards authorizing personnel to receive supplies/equipment. Assumes responsibility for all property issued to the unit in accordance with the provisions of AR 735-5; assists the commander in maintaining property accountability under GCSS-Army or manual system, as applicable; with the commanders guidance, determines requirements and uses force/activity designator (FAD) to select priority designators for supply requests; verifies authorization and prepares supply requests for all authorized classes of supply, ensuring all authorized equipment is on hand or on requisition. Receives, inspects, verifies, loads, unloads, segregates, stores, issues, delivers, and turns in individual, organizational and installation supplies and equipment; determines storage requirement for receipt of supplies and equipment; prepares organized storage facilities to facilitate issue, receipt, and inventory of supplies and equipment within fire, safety, and security requirements; coordinates and accomplishes reconciliation and validation listings as directed by the USP&FO/PBO; assists commander/PBO in conducting inventories and prepares appropriate documentation; identifies and prepares documentation to turn-in or lateral transfer excess; prepares follow-up and cancellation requests. Requests and issues individual clothing and OCIE; provides logistical input for preparation of unit status report (USR); determines serviceability of OCIE and directs exchanges, as required; prepares summaries of OCIE; prepares, maintains, and updates signature cards authorizing personnel to receive supplies/equipment. Utilizes typewriters, adding machines/calculators, copier and computers in performance of duties; prepares and processes Financial Liability Investigations for Property Loss (FLIPL), cash collection vouchers, and statements of charges for lost, damage, or destroyed supplies and equipment; prepares other adjustment documents, when required; coordinates with trainers to request and turn in ammunition; draws, verifies, secures and accounts for ammunition items; issues to and receives ammunition from unit personnel; monitors the GCSS-Army for all unit equipment and schedules and ensures preventative and organizational maintenance on weapons and ensures weapons are inspected before turn-in; prepares and/or monitors preparation and maintenance as required. Maintains calibration data and ensures equipment is calibrated, as required; submits and monitors work requests for maintenance of unit equipment; coordinates pick-up, security, and accountability of subsistence; requests, receives, and maintains accountability of operations rations; monitors GCSS-Army, GPC, GFEBS requisition and processing. Ensures subordinate personnel have the opportunity to receive training necessary for professional development. Assists in the preparation and maintenance of that portion of unit mobilization file relative to supply, maintenance, transportation, food service, facilities and local purchase authority; coordinates preparation and maintenance of unit movement plans, load plans and automated unit equipment list (AUEL) reports. Assists in developing and keeping unit logistics SOP current. Evaluates the efficiency of unit supply activities and advises the commander of potential/actual Command Supply Discipline Program (CSDP) deficiencies. Must have the aptitude and ability to become proficient in all current and future logistical systems in order to be effective. This position may require periods of TDY travel as directed by the chain of command. Must be proficient in computer and software such as Microsoft Office to be effective and efficient in accomplishing directed tasks. Provides customer service to all Soldiers with regards to any Personnel issues. 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.

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### HRO ARMY AGR BRANCH POC:

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

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### EQUAL OPPORTUNITY:

The Hawaii Army National Guard is an Equal Employment Opportunity Employer. All qualified applicants will receive equal consideration for

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this announcement without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

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**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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