

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 FY2019-11

DATE: 27 March 2019

CLOSING DATE: 26 April 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:

Training NCO, Para 109, Line 03, E6, 92A3O

UNIT AND LOCATION OF POSITION:

HHC, 29th Brigade Support Battalion (BSB), Kapolei, Hawaii 96707

WHO MAY APPLY:

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

AREA OF CONSIDERATION: SSG/E6 applicants must already be 92A 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 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 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 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. *Write your civilian email address on the upper right hand corner.*
6. DA Photograph taken within the last 24 months.
7. All DD214s, DD215s, and DD220 to verify all previous active service.
8. Most current 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.
 - (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.hiarng.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.

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 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 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. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
7. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
8. Those applicants who resigned from the AGR program versus adverse actions are not eligible to reenter AGR program.
9. 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.
10. 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.
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

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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 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.

Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive training and mobilization plans. Accomplishes duties pertaining to training of unit members and the unit's training support requirements; requests and has on hand required training materials, supplies, and training aids such as ammunition, pieces of equipment, films, models of equipment etc. from TASC; recommends individuals to serve as instructors for training activities based on their knowledge, skills and qualifications; provides assistance and guidance to members of the unit on preparation of lesson plans, proper methods of instruction and obtaining reference material and teaching aids; responsible for drafting training schedules for approval and other memoranda; maintains training records and training library; prepares and submits requests for training areas; completes applications for service schools, officer candidate schools, and correspondence courses; advises unit members of the availability of training courses and encourages them to attend those courses that will benefit the unit and the individual. Prepares and submits all training related reports, briefs, memorandums as required. Responsible for managing the units RMA program. May be required to attend special schools and/or conferences that support the units training programs or objectives. Must be able to learn and proficiently perform functions in the areas of AFCOS, ATRRS, DTS, DTMS, GCSS – Army, and TAMIS-R. Responsible for assisting and inputting Soldiers to all Training such as OES, NCOES, Professional Development, and MOSQ. Provides customer service to all Soldiers within your unit with regards to any Training issues. Assists the commander with execution of the unit's supply programs and conducts ongoing coordination with all other fulltime personnel in the organization to ensure that short and long range readiness requirements are understood and accomplished in a timely manner. Serves as ammunition manager for the unit. Forecasts ammunition requirements based on training events, then coordinates ammunition requirements through logistical channels and the ammunition manager at higher headquarters. Is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs. Conducts public relations activities as directed to promote a positive image for the unit in the community. Must be proficient in computer and software such as Microsoft Office to be effective and efficient in accomplishing directed tasks. Assists Readiness NCO and Supply NCO as necessary to ensure unit training is successful. May be required to provide leadership and supervision if serving as the senior member of the unit's FTUS workforce. Will be required to cross train with the company supply sergeant and admin clerk to provide continuity in support of priority actions during their absence. In the absence of the Readiness NCO, executes administrative actions as required. Supervises the unit supply sergeant in the day-to-day supply transactions of the unit; supervises the requisition receipt, storage, issuing and accounting for fuel, clothing, office supplies, forms and publications, communications equipment, small arms, tool sets, vehicles, etc.; conducts inventories which require considerable knowledge of the equipment and its components; ensures that required supplies such as rations and ammunition, and equipment are on hand to support the training mission of the unit; when designated, serves as ordering officer and complies with guidance published by the United States Property and Fiscal Office and other Army procurement regulations; posts, updates, and maintains in current status unit property records such as property book or hand receipt, document registers, equipment checklists and hand receipt annexes, clothing forms, etc.; supervises in the preparation of reports of surveys, inventory adjustment reports and statements of charges for lost, damaged, or destroyed property. Serves as unit safety NCO; responsible for developing, implementing and monitoring an accident prevention program to reduce accidents in the unit; ensures that all accidents are investigated and reported IAW appropriate regulations. Performs other duties as required or assigned.

Qualification requirements.

General experience: Two years of progressively responsible general office experience, which has demonstrated the ability to perform administrative duties satisfactory to the grade level of the position.

Specialized experience: One year of experience in the field in which the duties of the position are to be performed or in fields directly related to the position (e.g., personnel, supply, training, public relations, etc.).

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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