

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 FY2019-16

DATE: 12 June 2019

CLOSING DATE: 11 July 2019

---

The following Commissioned Officer 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 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, PARA, LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND AOC:

Staff Judge Advocate, Para 003, Line 02, O5, 27A

---

UNIT AND DUTY LOCATION:

Det 2, ARNG Staff Element, JFHQ, working for the Adjutant General at 3949 Diamond Head Road, Honolulu, Hawaii 96816-4495

---

WHO MAY APPLY:

Open to Present, Commissioned Officers, belonging to the Hawaii Army National Guard in the grade of O4-O5.

---

AREA OF CONSIDERATION:

All applicants MUST be 27A qualified, a graduate from a law school accredited by the American Bar Association and currently a member in good standing of the bar of the State of Hawaii to comply with Hawaii Revised Statutes section 124A-6. MAJ/O4 applicants must be DA Select, promotable to LTC/O5. Current AGR Soldiers (excluding Soldiers within the first 18 months of an initial tour) are eligible to apply. Waivers for disqualification must be waivable per NGR 600-5, table 2-1 and AR 135-18, table 2-2. 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 original or digital signature. Errors, omissions of information, application completed in pencil, or unsigned application, and those that are late due to the email system will be returned without action.
2. Individual Medical Record (IMR) printout from MEDPROS. 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). *Include 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 periods.
8. Most updated/current NGB Form 23B (Retirement Points History Statement).
9. Proof of highest level of Civilian Education acquired.
10. Proof of Secret or higher security level clearance (JPAS printout will not be accepted). All applicants must have a favorable background check. 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. Biographical Sketch IAW NGR 600-100, Appendix H.
13. Memo explaining any gaps or missing required documents (APFT, OER, DA Photo, etc.).
14. Knowledge, Skills, and Abilities (KSA). Below are listed KSAs for this position.
  - (a) Knowledge and experience in the practice of federal law, Hawaii statutes, military law, and administrative policy.
  - (b) Ability to conduct in-depth legal research.
  - (c) Ability to communicate effectively both orally and in writing with skill in completing clear, concise and convincing reports.
  - (d) Ability to advice and interact with senior officials, both military and civilian.
  - (e) Ability and skill to understand, interpret and apply substantive law and the ability to assimilate technical subject matters, define issues, and analyze and evaluate evidence.

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.

15. Resume (submitted in any format)

## VACANCY ANNOUNCEMENT – ARMY AGR, JVA FY2019-16, 12 June 2019

16. Official law school transcript. Photo static copies of documents are acceptable when applying but certified documents may need to be furnished before entering duty.
17. Official certificate showing that you are a member in good standing of the bar of Hawaii, together with a sworn [notarized] statement from you that your fitness to practice law or conduct as an attorney has never been challenged in any jurisdiction to the best of your knowledge, or if either has been challenged, a sworn [notarized] statement concerning the facts and circumstances and any other explanation that you consider appropriate may be submitted. As an alternative to a sworn [notarized] statement, a declaration under penalty of perjury may be submitted in the following format: "I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct...executed on (date)... (your signature)." (28 U.S.C. 1746). The statement and certificate must be dated within three months of the date the application is submitted.
18. Examples of writing skills as demonstrated by legal briefs, memoranda, or letters. These examples should total no more than ten pages in length. Extracts of selected sections of larger documents are acceptable.

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.

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 working 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 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. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results. Requirements of AR 600-60 must be met prior to accession.
5. Major, with at least 5 years time in grade, must have completed Intermediate Level Education (ILE) – Common Core or its equivalent, as specified in AR 135-155.
6. Special branch officers must meet the military education requirements of AR 135-155.
7. Must meet the Army body fat standards IAW AR 600-9.
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 in lieu of adverse actions are not eligible to reenter the AGR program.
12. Applicants must not be a candidate for public office or holding a civil office.
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. 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.
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. Permanent Change of Station (PCS) expenses may be authorized for this position. Persons entitled to Permanent Change of Station (PCS) allowances/benefits may be eligible for consideration contingent upon availability of PCS funds from NGB.

## VACANCY ANNOUNCEMENT – ARMY AGR, JVA FY2019-16, 12 June 2019

---

**SUPERVISORY CONTROLS:** Incumbent functions under the administrative oversight of the state/territory Adjutant General. Incumbent independently determines work objectives, plans and organizes work; investigates the facts; researches precedents; determines need and sources of additional counsel; prepares necessary legal documents; evaluates courses of action, develops conclusions and renders counsel and recommendations. Completed work is assumed to be accurate and is frequently tantamount to the organization's final position.

**DUTIES AND RESPONSIBILITIES:**

Serves as full-time professional legal advisor and support to The Adjutant General (TAG) and the Commanders of Army National Guard (ARNG) and Air National Guard (ANG) forces within the Hawaii National Guard. Advises the TAG on all legal matters pertaining to the Army and Air National Guard. Provides expert guidance on the impact of current and proposed state and federal laws have on the Hawaii National Guard. Provides full-time professional and legal advice to the Senior Leaders and the state level staff in the Hawaii National Guard on all legal matters pertaining to the Army and Air National Guard. Serves as the Designated Agency Ethics Counselor as appointed by Chief, NGB and approved by the TAG providing opinions on all aspects of ethics to include but not limited to financial disclosure reporting requirements, mandatory ethics training, issuance of advisory ethics opinions, development of the yearly ethics training program, providing well researched advice on all aspects of government ethics as it applies to the various categories of personnel employed with the HING. Principal legal advisor to the United States Property & Fiscal Officer (USPFO) providing legal advice and guidance on all areas of contract and fiscal law to include but not limited to all government contracts (solicitations, awards etc.) and cooperative agreements, performance and payment bonds, ratifications actions, Memorandums of Agreement and Memorandum of Understanding, and any other contract of fiscal law issue. Advises ARNG and ANG contracting officers, reviews contracts, procurement actions and real property matters involving Federal and state/territory funds (some involving substantial amounts of money) for legal sufficiency, appropriate titling and claim initiation or resolution actions. Serves as the Hawaii National Guard litigation point of contact in all legal matters in state/territory and Federal courts of original or appellate jurisdictions under and within proper legal authority. Seeks to prevent avoidable litigation, but may serve as Special Assistant to the U.S. Attorney or Assistant Attorney General as those entities dictate with duties which may include investigations of fact and legal sufficiency; advising on administrative remedies; develops the trial strategy, content and means of presentation, and trial delivery; make motions; and conducts post-trial duties. Prepares litigation reports, briefs, pleadings and other papers associated with litigation involving the Hawaii National Guard interests. Advises on discovery obligations for senior leaders and members of the Hawaii National Guard. Coordinates with appropriate authorities regarding legal issues such as the impact of restrictions upon National Guard members providing official testimony in civilian actions, Federal Torts Claims Act claims (or potential claims); tort and criminal actions involving the Hawaii National Guard and provides liaison between the various federal and state offices and the Hawaii National Guard. Advises on the legal, factual and other impacting aspects of drafting, interpretation and application of legislation, regulation, tasking orders, decision, opinions or other guiding, or lack thereof, instruments associated with national guard support to civil authorities to include but not limited to cyber issues, intelligence oversight, advising on Federal and state/territory Executive Orders used in response to domestic emergencies and natural disasters. These include interagency (Federal-to-Federal, Federal-to-state/territory and state/territory-to-local) homeland security & emergency management initiatives, policy, legislative proposals or implementation plans. Advises appointed and elected leaders on the appropriate use of National Guard personnel, resources and status issues for critical and diverse missions, emergency responses, contingencies and exercises, ensuring execution is consistent legislative intent. Advises on all aspects of the military disciplinary processes, including punitive and non-punitive actions. Provides updates on the status of these actions, renders timely and thorough legal opinions on all military disciplinary processes. Serves as legal advisor to investigating officers for AR 15-6 or Command Directed Investigations. Drafts legal reviews of these investigations, as well as those conducted by the Inspector General. Acts as the state Adjutant General's representative in third-party proceedings under the Federal Labor-Management Relations Statute. Reviews technician collective bargaining agreements for legal sufficiency. Upon designation by the State Adjutant General, may participate in collective bargaining as a member of the management negotiating team. Conducts legal sufficiency reviews regarding FLIPS, Line of Duty determinations and similar administrative actions. Performs other duties as required.

---

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.

**THIS ANNOUNCEMENT WILL BE POSTED ON UNIT BULLETIN BOARD UNTIL CLOSING DATE**