

**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 FY2019-13**

**DATE: 06 June 2019**

**CLOSING DATE: 05 July 2019**

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The following Commissioned Officer position vacancy in the Hawaii Army National Guard is announced. **This is a two-year One Time Occasional Tour (OTOT) in Active Guard/Reserve (AGR) title 32 status.** This vacancy is to be filled under the provisions of Title 32, USC 502(f) and Section 502 Public Law 98-94 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 AOC:**

Executive Officer, Para 101, Line 02, O4, 02B (Infantry/Armor Immaterial)

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**UNIT AND DUTY LOCATION:**

HHT, 1<sup>st</sup> Sqn, 299<sup>th</sup> CAV, 1304 Kekuaanoa St, Hilo, Hawaii.

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**WHO MAY APPLY:**

Open to **Present, Commissioned Officers**, belonging to the Hawaii Army National Guard in the grade of O4 (Major).

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**AREA OF CONSIDERATION:**

All applicants must be AOC 02B qualified. Current AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of an initial tour) may apply. All applicants must have a favorable background check. Waivers for disqualification must be waivable per NGR 600-5, table 2-1 and AR 135-18, table 2-2. No other waivers authorized.

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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 #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 (separate from ORB).
7. All DD214s, DD215s, and DD220 to verify all previous active service periods.
8. 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 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.

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.**

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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](mailto: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.

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.

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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 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 3-years of time-in-grade (TIG), must complete Intermediate Level Education (ILE) – Common Core or its equivalent, as specified in AR 135-155.
6. Must meet the Army body fat standards IAW AR 600-9.
7. 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).
8. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
9. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
10. Those applicants who resigned from the AGR program in lieu of adverse actions are not eligible to reenter the AGR program.
11. Applicants must not be a candidate for public office or holding a civil office.
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. 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.
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 attend the Incident Command upon hiring.
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.
22. This is a 24-month, accompanied, Title 32, One Time Occasional Tour (OTOT). Selection for this position does not constitute accession into a permanent AGR program. Tour may be extended for twelve (12) additional months with TAG approval, by exception.

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### **DUTIES AND RESPONSIBILITIES:**

**Purpose:** The purpose of the position is to provide assistance to the commander in overseeing or conducting recruiting, training and supply management, maintenance, security, safety, personnel management, administrative, and public relations programs in such a manner that the unit is continually progressing toward the desired mobilization readiness posture. To accomplish this, the incumbent utilizes a comprehensive knowledge of the organization and its mission.

**Supervisory controls:** The incumbent receives supervision from three sources, the commander, the administrative officer of a higher headquarters, and the J3 of DOMS. The unit commander provides policies, goals and objectives for the command and relies on the incumbent to plan and organize the work and to determine the work methods and techniques required achieving the goals and meeting the needs of the organization. Most work is generated by the incumbent's own initiative and through established workflow. Authority is delegated to the incumbent to independently carry out all assignments to include making necessary contacts, committing services and

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providing authoritative explanation of rules, regulations and procedures. The administrative officer provides administrative and technical supervision. Work is reviewed for compliance with instructions and policies, for adequacy and soundness of decisions, and for overall attainment of objectives.

### **Duties and responsibilities:**

Supervises 40 or more employees, including supervisors, in GS-4 thru GS-10 engaged in personnel, training management, supply and administrative work, and WG-8 thru WS-9 engaged in maintenance and repair of vehicles, weapons, and other equipment of the command; originates and prepares or approves formal requests for filling vacancies and selects or participates with considerable weight in the selection of employees for promotion, reassignment or appointment and other status changes, and recognition of outstanding performance of assigned employees; approves and disapproves leave and recommends action in such unusual cases as the granting of advance leave or LWOP; receives formal grievances and resolves at the lowest possible supervisory level; takes necessary informal disciplinary action and proposes to higher authority specific, appropriate formal action as warranted; recommends employees for training and/or development; implements the provisions of equal employment and employee relations programs, and keeps employees informed on all aspects of the state personnel program pertaining to their situations, either directly or by referral to the appropriate subject-matter specialist. Plans, organizes and assigns work to employees on the basis of difficulty of assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities; reviews work through reports and personal observation for adherence to procedures and standard practices; sets performance standards and evaluates personnel performance and provides guidance to subordinate supervisors on performance standards; reviews and approves or disapproves requests for assignments or details. Conducts continuing review of command activities and programs to ensure that assigned units are effectively and efficiently progressing toward the desired readiness status; recommends to the commander policy and procedures or changes thereto and develops detailed instructions for implementation by staff sections, technicians and subordinate units; reviews training evaluation reports, unit status reports, property inventory reports, maintenance inspection reports, strength reports, etc.; keeps abreast of new policy statements, regulations and directives issued by headquarters; provides direction to and coordinates the activities of each staff section of the headquarters; provides input to studies relating to reorganization, relocation of units, logistical support, personnel practices, maintenance activities, use of training facilities, etc.; visits subordinate units on a regular basis to provide guidance and assistance, to ensure command programs have been implemented and to evaluate their effectiveness; makes day-to-day decisions for the commander in the areas of personnel and equipment assignments, instruction to staff members, and replies to request from higher headquarters or local authorities; investigates and recommends appropriate action on accidents of such incidents as property loss or complaints involving units or individuals of the command. Serves as principal representative of the National Guard (and unit commander) in the community; provides support for community activities such as parades, celebrations, military funerals, etc.; coordinates with civic officials, club officers, shopping center personnel and school officials for such things as recruiting activities, community support projects, natural disaster or civil disturbance planning, use of facilities for training, and security of facilities; submits to local news media articles, stories, announcements or advertisements designed to make the public aware of the National Guard and the role it plays in the community and in national defense. Ensures that National Guard armories and other facilities of the command are properly utilized and cared for; arranges with state ARNG officials for repair, upkeep and custodial services for the facilities; ensures that the proper security measures are established and followed; initiates rental agreements and receives and accounts for monies received from rental of the headquarters armory. Performs other duties as 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 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. 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**