

**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 FY2019-18**

**DATE: 14 July 2019**

**CLOSING DATE: 13 August 2019**

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The following Commissioned Officer position vacancy in the Hawaii 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 **four-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.

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**POSITION TITLE, AOC, PARA, LINE, MAXIMUM AUTHORIZED MILITARY GRADE:**

Survey Section Leader, 74A, Para 006, Line 01, O3

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**UNIT AND DUTY LOCATION:**

93rd Civil Support Team (WMD), 91-1227 Enterprise Ave, Kapolei, Hawaii

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**WHO MAY APPLY:**

Open to Present, Commissioned Officers of the Hawaii Army National Guard in the grade of O2-O3.

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**AREA OF CONSIDERATION:**

Tier I: 74A AOC/branch qualified Officer.

Tier II: Officer qualified in any branch area of concentration (AOC). If selected, must have the potential to become 74A branch qualified in the first 12 months from AGR start date or be released from the AGR program.

Lieutenant or captain applicants, with less than 5 years' time in grade, must have completed Basic Officer Course. Captain applicants, with at least 5 years' time in grade, must have completed a Captain's Career Course. All applicants must already possess a Secret security clearance. Current AGR Soldiers on their initial tour for less than 18 months are ineligible to apply. 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 #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). *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 DD220s 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, memo must be current within 6 months from JVA's closing date). 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. Memo explaining any gaps or missing required documents (APFT, OER, 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.
  - (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)

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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.

Submit your application packet, via your official military/enterprise email only, to Human Resources Office (HRO) group mailbox: [ng.hi.hiarnng.mbx.nghi-hro-agr1@mail.mil](mailto:ng.hi.hiarnng.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 AR (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 be 18 years of age, and less than 55 years of age for initial entry.
3. Must have a current physical demand category (PDC) rating of Moderate (Gold) or higher.
4. Normal color vision.
5. Must be able to complete 20 years of Active Federal Service prior to reaching Mandatory Removal Date (MRD).
6. Must meet the Army body fat standards IAW AR 600-9.
7. Must be able to complete a 4-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. 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.
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. 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 National Guard and upon availability of funds from the National Guard Bureau.
22. **SPECIAL ELIGIBILITY REQUIREMENTS FOR WMD-CST DUTY:** To qualify for selection to WMD-CST positions, the applicant must –
  - (a) Have a physical profile of 111111, no waivers authorized.
  - (b) Complete a physical examination IAW paragraph 9-3 of NGB J-39 before completion of the hiring process. HAZMAT Technician certification requires that each individual on the WMD- CST maintains the minimum medical standards noted throughout their duty assignment.
  - (c) Undergo urinalysis drug screen testing upon entry on active duty, and periodic testing while assigned to WMD-CST duty.
  - (d) Meet AOC/MOS qualifications for their duty position within 12 months of their assignment to the unit. An extension may be granted as an exception to policy IAW NGR 600-5 and ANGI 36-101 when WMD-CST training and MOS/AFSC qualification courses cannot both be accomplished in the initial 12 months through no fault of the service member.
  - (e) Uphold the highest standards of conduct and personal appearance.
  - (f) Ensure that outside employment, associations and off-duty conduct/activities are consistent with Federal directives on ethics and with State and Federal conflict of interest policies. Commanders must maintain a copy of the written approval for outside employment of AGR members. However, this employment must not impact the unit mission accomplishment or unit readiness.
  - (g) Successfully completed Civil Support Skills Course (CSSC). All WMD-CST members are required to attend CSSC, an eight to nine week primer course that should be completed upon selection into the WMD-CST program.

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- (h) Must agree to minimum three-year tour on the WMD-CST after completion of CSSC.
- (i) If the Soldier holds an alternate MOS identified in the WMD-CST TDA, the State will submit an exception to policy request to the appropriate NGB staff section for approval before hiring action is completed.
- (j) All applicants with a history of Physical Profile capacity of P-3 or higher IAW AR 40-501 will be screened out prior to consideration for WMD-CST assignments. Following initial medical screening the applicant must have an AR 40-501 Chapter 3 Accession Standards physical examination incorporating forms, laboratory tests, and screening tests identified in Appendix I of NGB-J39 for ARNG personnel. This physical examination must also satisfy the requirements in Code of Federal Regulations (CFR) 1910.120(f). The ability to don and perform physical tasks in PPE is a requirement for all team members. WMD-CST candidates will be screened IAW DA PAM 40-8 and given Pulmonary Function Tests (PFT) prior to accession. These tests will be monitored and results evaluated by the unit HCP. Candidates who do not meet the minimum physical requirements or have medical/psychological conditions that would preclude service on the WMD-CST may not be considered for placement on the WMD-CST. The WMD-CST Commander will review the results with the HCP and will determine eligibility for placement.
- (k) The selected individual will be required to pass an Occupational Safety and Health Administration (OSHA) Hazardous Materials physical. Individuals unable to pass required physical exams may be released from the WMD-CST program. The OSHA physical is a separate requirement from the standard military retention physical or Periodic Health Assessment (PHA).
- (l) All members of the WMD-CST will be administered the standard regimen of individual medical readiness (IMR) immunizations. Given the risk of possible exposure WMD-CST members may encounter while executing their mission, they will also receive the immunizations recommended by the Military Vaccine Agency (MILVAX) IAW AR 40-562. Specifically, WMD-CST members will be administered anthrax and smallpox vaccines IAW DoD guidance.

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### DUTIES AND RESPONSIBILITIES:

1. Supervisory Controls: Receives general and specific guidance from the Commander and Operations Officer, Weapons of Mass Destruction-Civil Support Team (WMD-CST) concerning goals and objectives.
2. Justification: Department of Defense Reform Initiative Directive #25: DoD Plan for Integration of the National Guard and Reserve Component into Domestic Weapons of Mass Destruction Terrorism Response. Program Budget Decision (PBD) 712 establishes the mission of homeland defense for the National Guard. This position supports the requirements as established by the DoD plan and PBD 712. Department of Defense Authorization and Appropriation Bill for FY01, signed 25 Oct 99, authorized the creation of seventeen (17) additional Weapons of Mass Destruction – Civil Support Teams.

3. Position Description:

Acts as the OIC for personnel conducting operations in a “hot zone” or “contaminated area”. Responsible for tracking WMD-CST personnel entering/exiting a WMD incident site and assigns specific hot zone team functions at an incident response. Know crime scene/evidence preservation techniques. Establishes WMD-CST chain of custody procedures and demonstrates the ability to utilize standard operating procedures (SOPs) to monitor survey personnel operating in the hot zone. Uses the National Institute for Occupational Safety and Health (NIOSH) guide to select the appropriate respiratory protection for WMD-CST survey teams. Prepares the WMD-CST survey team to operate in the incident command system (ICS) employed at the state/local level. Develops an execution checklist with code words to monitor survey team detection, identification and sample collection actions in the hot zone/contaminated area. Meets with designated civilian government agency and/or senior military leaders to discuss WMD-CST concept, mission, and/or plan WMD-CST participation in a state/local WMD response. Attends/provides designated agency domestic terrorism threat briefings. Serves as a WMD-CST liaison/point of contact with emergency response agencies on WMD-CST detection, sample collection and monitoring capabilities. Develops the survey teams overall force protection concept and provides the concept to the WMD-CST force protection officer/hazardous materials safety leader. As required, provides a survey team readiness status report for the operations officer. Develops detection and sampling mission criteria to ensure mission assessments are forwarded to the operations and hazardous material safety officers. All other duties as assigned.

4. Supplemental:

“Emergency response” or “responding to emergencies” means a coordinated effort by designated WMD-CST survey teams to an occurrence which results, or is likely to result, in an uncontrolled release of a hazardous NBC agent/substance. The survey teams respond to releases or potential releases of WMD agents for the purpose of assisting an incident commander in control or stabilization of the incident. The WMD-CST team is not a HAZMAT team, however, may be a separate component of a HAZMAT response. Nuclear means radiological materials utilized by medical facilities or utilized by nuclear power plants. Chemical agent means military grade antipersonnel agents or their precursors and toxic industrial chemicals (TIC). Biological agent means any biologic agent and other disease causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person will or may reasonably be anticipated to cause widespread disease or death.

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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.