

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 FY2020-04 DATE: 9 March 2020 CLOSING DATE: 9 April 2020

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 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:
Readiness NCO, Para 803, Line 08, E7, 68W4F

UNIT AND DUTY LOCATION:

Det 1, Co G, 3d Bn, 126th Avn Reg, Wheeler Army Airfield, Schofield Barracks, HI 96857

WHO MAY APPLY:

Present Enlisted members in the grade of E6-E7, belonging in any component of the United States Army, Nationwide, eligible to become a member of the Hawaii Army National Guard.

AREA OF CONSIDERATION:

All applicants must already be 68W MOS qualified and have completed Advance Leaders Course (ALC) and SSD3. All applicants must be able to pass a flight physical examination (Class 3) within 30 day of accession and complete Paramedic Training (F2) within 24 months. All applicants must already possess a Secret security clearance or higher. AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of an initial tour) may apply and must already be 68W MOS qualified. 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) Non-Commissioned Officer Evaluation Reports (NCOER) – Current and previous 4, if applicable.
5. **Certified** copy of Enlisted Record Brief (ERB). *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 periods.
8. Most current NGB Form **23B** (Retirement Points History 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 appointed representative for a memo.
11. DD 369 (Local Agency Police Records Check within 10 years) with search results.
12. National Search result of Sex Offender Verification Record (www.nsopw.gov).
13. 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.**
14. Memo explaining any gaps or missing required documents (APFT, OER, DA Photo, etc.).
15. 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.**

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. 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 AR (NGR) 600-5, AR 135-18, AR 40-501, AR 600-9, and AR 600-10.

1. Must be a member or be eligible to become 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. A physical profile of 111121 or better. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results.
5. No history of alcoholism, drug addiction, indiscriminate use of habit-forming or dangerous drugs.
6. Must maintain a current, valid, unrestricted National Registry Emergency Medical Technician (NREMT) Certification to retain MOS 68W.
7. No history of a felony conviction.
8. No history of conviction of crimes involving an out of hospital patient or a patient or resident of a medical care facility; financial exploitation of a person entrusted to the care of the applicant; any weapons/ammunition/explosives/arson charges; any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics; violence against persons, animals or property; and sexual misconduct.
9. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice) chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
10. Must be able to complete 20 years of Active Federal Service prior to reaching Mandatory Removal Date (MRD).
11. Must meet the Army body fat standards IAW AR 600-9.
12. 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).
13. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
14. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
15. Those applicants who resigned from the AGR program in lieu of adverse actions are not eligible to reenter the AGR program.
16. Applicants must not be a candidate for public office or holding a civil office.
17. 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.
18. 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.

19. 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.
20. 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.
21. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
22. 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.
23. 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.
24. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
25. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
26. 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.

DUTIES AND RESPONSIBILITIES:

Introduction: This position is located in company/detachment size units of the Army National Guard.

Supervisory controls: Works under the general supervision of the unit commander; receives technical guidance from supervisory personnel at higher headquarters; accomplishes daily requirements independently in accordance with established policies and procedures. Performance is evaluated on accomplishment of established objectives.

Purpose: Provide supervisory manpower to enhance the readiness status of units. Readiness encompasses training, mobilization, planning, supply, maintenance, pay, and personnel functions relating to the welfare of the soldiers and mission capability. The Readiness NCO will be involved in the day-to-day conduct and supervision of these functions and act as the commander's representative and spokesperson in the daily operation of the unit to ensure the highest readiness status of the unit.

a. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develop, update, and maintain comprehensive mobilization plans including preparation of unit COMPASS and AVEL requests, preparation of the annual post mobilization training activities list and ensuring that the unit is POM/POR qualified; reviews and implements mobilization directives and regulations; obtains all required data for the unit status report and assists the commander in preparing readiness for the unit status report and assists the commander in preparing readiness reports as prescribed by AR 220-1; monitors the equipment-on-hand (EOH) and the equipment readiness (ER) status of the unit and keeps the commander informed on these issues; supervises the duties performed by the units' fulltime logistics personnel, to include the unit supply NCO, in maintaining property accountability ensuring all required equipment is on hand or on valid requisition, on required inventories, audits and reconciliation, and the maintenance of combat parts load (CPL), if retained at unit level; coordinates maintenance support required from supporting OMS or other installation maintenance support activities, and the integration of maintenance training with the supporting OMS shop chief; recommends to the commander courses of action to correct deficiencies in achieving maintenance standards and ensures the accountability and adequacy of CPL's, if maintained at OMS level; must be proficient in unit level logistics procedures and policies.

b. Supervises the drafting of training schedules for approval which comply with command guidance and directives and the publications of higher headquarters; supervises the maintenance of the unit training library, unit training extension course (TEC) tapes, and TEC center, and related training equipment and aids; establishes a direct line of communication with training and mobilization personnel at higher headquarters; supervises the development and monitoring of a comprehensive MOS qualification training program; advises and assists the unit NCO's in the implementation and conduct of supervised on-the-job training (SOJT) programs; advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers; supervises the maintenance of records for the above personnel, and ensures that qualification information is provided to the personnel section for personnel records updating.

c. Attends all unit training assemblies, additional training assemblies, and annual training periods; provides assistance and guidance in the preparation for and execution of unit training and other mobilization readiness relation activities; ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit; responsible for supervising the implementation and accomplishment of the individual training and evaluation program (ITEP, to include SDT) as prescribed in the AR 350-37, and of the battalion training management system (BTMS) at company/detachment level; responsible for supervising the control of

materials, publications, and soldier's manuals; responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel; supervises the overall operation of the fulltime unit support staff; responsible for ensuring that the commander's concept of operations for the fulltime personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the fulltime personnel; works directly with the commander in monitoring the recruiting and retention activities of the unit; is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs; responsible for the overall supervision of all pay, personnel and administrative activities of fulltime personnel in caring for the welfare of unit soldiers; establishes procedures to be followed in the resolution of all personnel related matters and supervises those procedures until eventual solution; establishes a direct line of communication with pay, administrative, and supply action personnel in higher headquarters; establishes and maintains personnel proficiency in all supply, financial, and personnel procedures.

d. Performs other duties as assigned.

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.