

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 FY2020-05 DATE: 9 March 2020 CLOSING DATE: 9 April 2020

The following Warrant 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:

Supply Sergeant (Section Chief/Crew Chief UH-60M), Para 803, Line 09, E6, 15T3F

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 of the Hawaii Army National Guard in the grade of E5-E6.

AREA OF CONSIDERATION:

Open to applicants who are 15T MOSQ or able to become 15T MOS qualified within 12 months from AGR start date. All applicants must be able to pass a flight physical examination (Class 3) within 30 days of accession. All applicants must already possess a Secret security clearance or higher. Non-MOSQ applicants must meet ASVAB scores and all other training requisite requirements for 15T MOS. If selected, E6 non-MOSQ applicants must understand that he/she will be administratively reduced to E5 prior to accession into the AGR position. Soldiers serving on a subsequent tour (excluding Soldiers within the 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 #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. 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. **For E6 non-MOSQ applicants only**, a memorandum of understanding that if selected, he/she will be administratively reduced to E5 prior to accession into the AGR position.
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.**

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 demands rating of Significant (Gray).
5. A physical profile of 2222111 or better. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results.
6. A minimum score of 105 in aptitude area MM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 102 in aptitude area MM on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 104 in aptitude area MM on ASVAB tests administered on and after 1 July 2004.
7. Must meet the Army body fat standards IAW AR 600-9.
8. Must be able to complete 20 years of Active Federal Service prior to reaching Mandatory Removal Date (MRD).
9. 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).
10. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
11. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
12. Those applicants who resigned from the AGR program in lieu of adverse actions are not eligible to reenter the AGR program.
13. Applicants must not be a candidate for public office or holding a civil office.
14. 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.
15. 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.
16. 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.
17. 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.

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

1. Supervisory controls: Works under the direct supervision of the Training Officer and the senior full-time support soldier. Receives technical guidance from supervisory personnel at company headquarters. Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon accomplishment of established objectives.

2. Duties and Responsibilities (Supply Sergeant):

a. Major duties. Assists the commander with execution of the units' supply programs; must have a working knowledge of the standard property book system-redesign (SPBS-R), Global Combat Support System-Army (GCSS-Army), direct support standard supply system (DS4), and/or the manual property book system (MPBS) as applicable to the units' requirements; conducts ongoing cross-coordination with all other fulltime personnel in the unit/organization to ensure that short and long range readiness requirements are understood and accomplished in a timely manner. Shares in the responsibility for strength maintenance of the unit/organization to which assigned.

b. Performs duties as follows:

(1) Maintains files of all required supply regulations, publications, records, and blank forms, as applicable; ensures logistics portion of the 12-series forms (pin-point distribution) is current; prepares, reviews, and updates hand receipts, property listings and annexes; prepares and maintains individual and organizational clothing and individual equipment (OCIE) records; prepares, maintains, and updates signature cards authorizing personnel to receive supplies/equipment.

(2) Assumes responsibility for all property issued to the unit in accordance with the provisions of AR 735-5; assists the commander in maintaining property accountability under standard property book system (SPBS) or manual system, as applicable; with the commanders guidance, determines requirements and uses force/activity designator (FAD) to select priority designators for supply requests; verifies authorization and prepares supply requests for all authorized classes of supply, ensuring all authorized equipment is on hand or on requisition.

(3) Receives, inspects, verifies, loads, unloads, segregates, stores, issues, delivers, and turns in individual, organizational and installation supplies and equipment; determines storage requirement for receipt of supplies and equipment; prepares organized storage facilities to facilitate issue, receipt, and inventory of supplies and equipment within fire, safety, and security requirements; coordinates and accomplishes reconciliation and validation listings as directed by the USP&FO/PBO; assists commander/PBO in conducting inventories and prepares appropriate documentation; identifies and prepares documentation to turn-in or lateral transfer excess; prepares follow-up and cancellation requests.

(4) Requests and issues individual clothing and OCIE; provides logistical input for preparation of unit status report (USR); determines serviceability of OCIE and directs exchanges, as required; prepares summaries of OCIE; prepares, maintains, and updates signature cards authorizing personnel to receive supplies/equipment.

(5) Utilizes microfilm viewers, typewriters, adding machines/calculators, copier and personal computer in performance of duties; prepares and processes reports of survey, cash collection vouchers, and statements of charges for lost, damage, or destroyed supplies and equipment; prepares other adjustment documents, when required; coordinates with trainers to request and turn in ammunition; draws, verifies, secures and accounts for ammunition items; issues to and receives ammunition from unit personnel; monitors the Army Maintenance Management System (TAMMS) for all unit equipment and schedules and ensures preventative and organizational maintenance on weapons and ensures weapons are inspected before turn-in; prepares and/or monitors preparation and maintenance of DD Form

314, as required.

- (6) Maintains calibration data and ensures equipment is calibrated, as required; provides input to materiel condition status report (DA Form 2406), as required; submits and monitors work requests for maintenance of unit equipment; coordinates pick-up, security, and accountability of subsistence; requests, receives, and maintains accountability of operations rations; monitors SSSC monetary account.
- (7) Ensures subordinate personnel have the opportunity to receive training necessary for professional development.
- (8) Directs subordinate personnel in performing assigned functions.
- (9) Assists in the preparation and maintenance of that portion of unit mobilization file relative to supply, maintenance, transportation, food service, facilities and local purchase authority; coordinates preparation and maintenance of unit movement plans, load plans and automated unit equipment list (AUEL) reports.
- (10) Assists in developing and keeping unit logistics SOP current.
- (11) Evaluates the efficiency of unit supply activities and advises the commander of potential/actual command supply discipline program (CSDP) deficiencies.
- (12) This position requires periods of TDY travel.
- (13) Performs other duties as required or assigned.

3. Additional Duties and Responsibilities (Crew Chief HH-60M):

Major duties. The HH-60 helicopter repairer supervises, and performs maintenance on HH-60 helicopters in all Army components and helicopters in the Active Component, excluding repair of systems components. Supervises and provides technical guidance to subordinate personnel performing aircraft and subsystem maintenance and evaluates the technical training program. Evaluate maintenance operations and facilities for compliance with directives, technical manuals, work standards, safety procedures, and operational policies. Performs maintenance trend analysis and applies production control, quality control and other maintenance management principles and procedures to airplane maintenance operations. Plans, conducts and supervises aircraft technical inspections. Compute basic weight and balance records. Participate in maintenance test flights. Ensure compliance with aircraft configuration control, Army Oil Analysis Program, and test measuring diagnostic calibration.

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.