

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 FY2020-07

DATE: 5 May 2020

CLOSING DATE: 4 June 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 full-time 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 MOS:

Training NCO, Para 309, Line 01, E6, 15U30

UNIT AND DUTY LOCATION:

Co B, (-Det 1,2,3 & 4), 777th Aviation Support Battalion, Kapolei, Hawaii 96707

WHO MAY APPLY:

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

AREA OF CONSIDERATION:

SSG/E6 applicants MUST already be 15U MOSQ. SGT/E5 MOSQ in CMF 15 may apply and must be able to become DMOSQ 15U within 12 months from accession into the AGR program. SGT/E5, non-DMOSQ applicants must meet ASVAB scores and all other training requisite requirements for 15U MOS. All applicants must have a favorable background check and already possess a Secret security clearance or higher. All applicants must have completed Basic Leaders Course. Soldiers serving on a subsequent AGR tour (excluding Soldiers within the first 18 months of an initial tour) may apply. Waivers for disqualification must be waivable IAW AR 135-18, table 2-2 and NGR 600-5 table 2-1. No other waivers authorized. In order to be considered for this position, applicants must meet minimum appointment requirements as outlined on this announcement.

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 222211 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.

THIS ANNOUNCEMENT WILL BE POSTED ON UNIT BULLETIN BOARDS UNTIL CLOSING DATE

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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. Must be able to perform functional activities, including living in an austere environment, without worsening the medical condition as outlined in AR 635-40.
19. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
20. 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.
21. 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.
22. Non-MOSQ Sergeant or below, must have held an Aviation Maintenance/Component Repairer CMF 15 MOS for a minimum of 12 months at skill level 1 or 2, 18 months at skill level 3 or 24 months at skill level 4.
23. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
24. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
25. 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.

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. Signed 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. 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:

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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.

DUTIES AND RESPONSIBILITIES:

1. Supervisory controls: Works under the direct supervision of the Readiness NCO or Senior full-time support individual. Receives technical guidance from supervisory personnel at company and higher headquarters. Accomplishes daily requirements independently in accordance with established policies and procedures. Performance is evaluated based upon accomplishment of established objectives.

2. Duties and Responsibilities:

Responsible for carrying out the commander's plans and programs for the accomplishment of the units' training objectives and missions. Develops comprehensive training schedules and plans which integrate the METL and unit missions; ensures compliance with directives and publications of higher headquarters during unit training assemblies and annual training; assists the commander in the evaluation of unit training to ensure training aligns with deployment cycles/models and/or equivalence (i.e. ARFORGEN). Maintain close liaison and work directly with supporting AASF during the development, planning, and implementation of MOS training. Directly responsible for the training readiness of the unit; reviews for accuracy MOS qualification status reports, unit status reports, and other training related reports required by higher headquarters, prior to submission to the unit commander; supervises the preparation of training charts, schematics, and graphs for use during briefings and/or training. Monitor, assist, and provide technical assistance in the development of unit mobilization plans. May be required to attend special schools and/or conferences, as appropriate. Programs and monitors training funds necessary to accomplish all training requirements and completes required forms. Must have the aptitude and ability to become proficient in AFCOS, ATRRS, ATN, DTMS, DTS, TAMIS, ALMS and other systems in support of training; Responsible for assisting and inputting Soldiers to all Training such as NCOES, Professional Development, and MOSQ. Request and obtain required training materials, supplies, and training aids through TASC; Provide assistance and guidance to members of unit on preparation of lesson plans, instructions, and execution of training. Ensure all coordination, reconnaissance, resources, locations, and instructors are established and completed prior to training scheduled events. Primary manager of DTMS, Individual Training Files (ITF's), DA 705's and HT/WT records for the unit. Assist Readiness NCO and Supply NCO as necessary to ensure unit training is successful, as well as the capability of cross-level training to provide continuity in support of priority actions during their absence; serve as the back-up to the unit Readiness NCO. Provides customer service to all Soldiers within your unit with regards to any training issues. Assist with recruiting and retention activities to maintain the unit at authorized strength. Maintain and update all required publications and unit SOP that pertain to unit training. Performs other duties as assigned or required.

3. Additional Duties and Responsibilities (15U, E6):

Supervises and provides technical guidance to subordinate personnel performing duties and evaluates the technical training program. Evaluates 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 aircraft maintenance operations. Plans, conducts, and supervises aircraft technical inspections. Computes basic weight and balance records. Participates in maintenance test flights. Ensures compliance with aircraft configuration control, Army Oil Analysis Program and test measuring diagnostic calibration. Conducts flight and academic instruction in accordance with the ATP.

4. Qualification Requirements:

a. General experience: Two years of progressively responsible general office experience, which has demonstrated the ability to perform administrative duties satisfactory to the grade level of the position.

b. Specialized experience: One year of experience in the field in which the duties of the position are to be performed or in fields directly related to the position (e.g., personnel, supply, training, public relations, etc.).

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).

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.