

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 FY2020-08

DATE: 6 May 2020

CLOSING DATE: 5 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.

AGR POSITION TITLE, PARA, LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

Admin and Training NCO, Para 202, Line 04, E5, 15P2O

UNIT AND DUTY LOCATION:

Det 1, Co A, 3d Bn, 140th Avn Reg, Schofield Barracks, HI 96857

WHO MAY APPLY:

Present Enlisted members of the Hawaii Army National Guard in the grade of E4-E5.

AREA OF CONSIDERATION:

All applicants must be 15P MOSQ or able to become 15P MOS qualified within 12 months from AGR start date. All applicants must already possess a Secret security clearance or higher and have completed Basic Leaders Course (BLC). Non-MOSQ applicants must meet ASVAB scores and all other training requisite requirements for 15P MOS. AGR Soldiers serving on a subsequent 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 Moderate (Gold).
5. A physical profile of 222221 or better. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results.
6. A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 91 in aptitude area ST 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

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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. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
23. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
24. 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. 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) or Specialist evaluations – 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 interview.**

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. 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.

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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:

a. Introduction: The purpose of an Admin and Training NCO is to provide administrative and training support for the commander, members of the unit and manpower, to develop and enhance unit training program, to improve the mobilization readiness status of the unit. Performs daily administrative, training and mobilization functions and provide day-to-day supervision of the unit's administrative and training program.

b. Duties and Responsibilities: Advises the commander in personnel/administrative, training and unit mobilization plans. Obtains all required data for the unit status report and assists the commander in preparing readiness reports as prescribed in AR 220-1. Completes (TAMM), requests for training, and tracks unit training schedules, APFT reports and ammo requests. Supervises the drafting of training schedules for approval that comply with command guidance and directives and the publications of higher headquarters. Supervises the maintenance of the unit training library and related training equipment and aids. Establishes a direct line of communication with training and mobilization action personnel at higher headquarters.

c. Has overall responsibility for school requests through ATRRS and orders input through AFCOS. Advises personnel on military education requirements and prepares application for army service schools. Supervises the maintenance of records for the above programs. Monitors the progress of officer and enlisted personnel, and ensures that qualification information is provided to the personnel section for personnel records updating. Performs all administrative functions in regards to pay, promotions, retention, recruiting and all personnel actions for all Soldiers assigned to the unit. 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, administrative and other mobilization readiness related 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 as prescribed in AR 350-37, and of the Army Training Management System (ATMS) at company/detachment level. Responsible for supervising and control of materials, publications, and Soldier's manuals. Furthermore, responsible for monitoring individual training and administrative records and keeping the commander informed on functional areas and status of the unit personnel.

d. Ensures subordinate personnel have the opportunity to receive training necessary for professional development. Directs subordinate personnel in performing assigned function.

e. Performs other duties as required or assigned.

3. Additional Duties and Responsibilities (Aviation Ops SGT):

Supervises and instructs subordinates in proper work techniques and procedures. Reviews, consolidates and prepares technical reports. Knows procedures for reporting flight violations. Prepares situation map. Supervises receipt and transfer of classified material. Participates in the development of a tactical crash rescue system

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.)

c. Other Qualifications:

(1) Waivers and/or exceptions must be approved by Cdr, USAACE, ATTN: ATZQ-CDF-P, Ft Rucker, AL 36362-5000,

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(http://www.rucker.army.mil/usaace/directorates/cdid/opfd/iw_enlisted.html).

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.