

**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 FY2020-10**

**DATE: 28 May 2020**

**CLOSING DATE: 27 June 2020**

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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.

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

Admin NCO, Para 302, Line 09, E5, 15T2F

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**UNIT AND DUTY LOCATION:**

Co C, 1<sup>st</sup> Battalion, 183rd Aviation Regiment, Hilo, Hawaii 96720

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**WHO MAY APPLY:**

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

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**AREA OF CONSIDERATION:**

SPC/E4 and SGT/E5 qualified in any MOS are eligible to apply. Non-DMOSQ applicants must meet ASVAB scores and all other training requisite requirements for 15T MOS and must be able to become 15T MOSQ 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). Selectee must have a current or be able to pass a flight physical examination (Class 3) before accession into the AGR program. 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.

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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 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.
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,

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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.

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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. 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) and/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 employment.

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.

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### **DUTIES AND RESPONSIBILITIES:**

1. Supervisory controls: Works under the direct supervision of the Training Officer 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. Provides administrative support to the commander, personnel and administrative support for the members of the unit and manpower to enhance the training and mobilization readiness of the unit. Performance is evaluated based upon accomplishment of established objectives.

2. Duties and Responsibilities:

Assists the commander and unit personnel in personnel and administrative matters by acting as the point of contact in issues relating to the welfare of the Soldiers. Responsible to the commander for all financial (pay and benefits) actions to include IDT, AT, ADT, ADOS, incapacitation pay, enlisted bonuses, student loans, and educational assistance for all unit personnel; is the single point of contact to ensure the prevention of pay-related problems and provides input to IPPS-A and the automated pay system; unit point of contact to IPPS-A and to the military pay clerks in USP&FO. Assists in the planning, updating and execution of unit mobilization and loading plans and unit supply planning. Attends all unit-training assemblies, additional training assemblies and annual training periods providing assistance and guidance in personnel and administrative matters and functions; attends schools and conferences as required by training and developments and professional development program requirements. Assists in the unit recruiting and retention activities; conducts public relations activities as directed to promote a positive image for the unit in the community. Performs other duties as assigned or required.

3. Additional Duties and Responsibilities (UH-60 CrewChief, SGT/E5 ):

Performs and installs aircraft subsystem assemblies such as engines, rotors, gearboxes, transmissions, mechanical flight controls and their components. Services and lubricates aircraft and subsystems. Prepare aircraft for inspections and maintenance checks. Performs scheduled inspections and assists in performing special inspections. Performs limited maintenance operational checks and assists in diagnosing and troubleshooting aircraft subsystems using special tools and equipment as required. Requisitions and maintains shop and bench stock for repair of aircraft systems and equipment. Maintains facilities for storage of flammable and hazardous materials. Uses and performs operator maintenance on tools, special tools and aircraft ground support equipment. Prepares forms and records related to aircraft maintenance. Performs non-rated crewmember duties. Provides technical guidance to subordinate personnel. Performs operational checks and scheduled inspections. Diagnoses and troubleshoots malfunctions in aircraft subsystems. Conducts flight and academic instruction in accordance with Aircrew Training Program (ATP). Monitor hazardous material control and storage.

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.).

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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.