

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 FY2021-06

DATE: 9 November 2020

CLOSING DATE: 8 December 2020

The following Commissioned 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. This vacancy is to 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:

Plans Officer, Para 106, Line 01, O3, O2A (Combat Arms Generalist)

UNIT AND LOCATION OF POSITION:

HHC, 29th Infantry Brigade Combat Team (IBCT), Kapolei, Hawaii 96707

WHO MAY APPLY:

Present Commissioned Officers of the Hawaii Army National Guard in the grade of O3

AREA OF CONSIDERATION:

All applicants must be qualified in AOC 11A, 12A, 13A or 19A. All applicants must have completed Captains Career Course. All applicants must possess a valid Secret security clearance. AGR Soldiers (excluding those within their 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 NGR 600-5, NGR 601-1, AR 135-18, AR 40-501, AR 600-9, and AR 600-10, AR 600-200, AR 600-60 and AR 600-8-2

1. Must be a member of the Hawaii Army National Guard.
2. Must be 18 years of age, and less than 55 years of age for initial entry.
3. Soldiers must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. Soldiers may be disqualified for any criteria as listed in table 2-2 and 2-3.
4. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results. Requirements of AR 600-60 must be met prior to accession.
5. Captain/O3 must have completed Captains Career Course.
6. 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).
7. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
8. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
9. Those applicants who resigned from the AGR program versus adverse actions are not eligible to re-enter AGR program.
10. 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.
11. Applicants must not be a candidate for public office or holding a civil office.
12. Must meet the Army body fat standards IAW AR 600-9.
13. Upon selection, the selectee will be medically evaluated for clearance to enter the AGR Program by the Office of the State Surgeon (POC: Deputy State Surgeon). Selected individual must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry in the AGR program.
14. 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.
15. 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.
16. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
17. 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.
18. 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.
19. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
20. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
21. 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.
22. Falsification of any eligibility requirements will result in immediate release from the AGR program.

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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. NGB 34-1 (dated 20131111) must be complete with original signature block #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 enterprise email system will be returned without action.** Pay attention to instructions in Section IV and V. If "Yes" for #3 or #4, provide police report.
2. Most recent Individual Medical Readiness (IMR) Record (printout from Unit, not AKO medical readiness). Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid.
3. All current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
4. Last five (5) Commissioned Officer Evaluation Reports (OERs) (Current and previous 4, if applicable)
5. Officer Record Brief (ORB) – Selection Board version, certified within the last 6 months. *Write your civilian email address on the upper right hand corner.*
6. All DD214s, DD215s and DD220s to verify all previous active service.
7. Current NGB Form 23B (Retirement Points Statement).
8. Proof of highest level of Civilian Education acquired.
9. Proof of Secret security level clearance (JPAS printout will not be accepted). Contact the HIARNG Security Manager or your appointed unit representative for a memo.
10. Copy of DA Form 705 reflecting most current passing record APFT and passing HT/WT data. Also include **three other previous APFTs for a total of 4 scores submitted. If current HT/WT date is not within 6 months, submit DA 5500/5501 certified by two unit representative (must meet standards IAW AR 600-9).**
11. Biographical Sketch IAW NGR 600-100, Appendix H.
12. Memo explaining any gaps or missing required documents (APFT, NCOER, 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.

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. Mailed-in or hand delivered applications will not be accepted.

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 15 days of the JVA's closing date.

DUTIES AND RESPONSIBILITIES:

Purpose: The purpose of this position is to provide staff planning and assistance to ensure that required training and readiness objectives are achieved.

- a. Establishes and conducts training evaluation programs for subordinate units.
- b. Reviews various training evaluation reports such as general inspection and other staff inspection/assistance reports.
- c. Provides guidance and assistance to unit commanders on ways to improve the quality of training.
- d. Ensures compliance with directives, programs, and objectives of the Department of the Army, National Guard Bureau, major Army headquarters, and other higher headquarters.
- e. Schedules and conducts various training courses (e.g., communication procedures, leadership courses, marksmanship training, etc.).
- f. Ensures that all resources are available, tracked and reconciled routinely for training activities.

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- g. Procures and maintains training aids, manuals, and various regulations as required.
- h. Assists unit commanders in all phases pertaining to readiness and mobilization.
- i. Implements various security measures for such items as documents, arms ammunition, and communication equipment.
- j. Monitors the organization's MOS/AOC qualification programs.
- k. Evaluates and updates organizational tactical and administrative SOPs.
- l. Assists in the development and collation of OPORDs, plans and presentations for current and future operations.
- m. Assist the management of the S3 FTM personnel.
- n. Develops and maintains reports concerning all facets of training and operations and prepared to enhance existing methods and procedures.
- o. Maintains and keeps current the TACSOP and PSOP.
- p. Conducts routine operational meetings with higher HQs, FTM S3 staff and subordinate FTM training personnel.
- q. Travels as required to attend meeting, assist in operational support or as required.
- r. Performs all other duties as assigned or required.

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. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED. Applicants are responsible for maintaining a copy of their applications. If you have questions, call the AGR Branch well in advance of the closing date at (808) 672-1314 or (808) 672-1006.

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