

## 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 FY2021-13      **DATE:** 26 January 2021      **CLOSING DATE:** 10 February 2021

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The following Commissioned Officer position vacancy in the Hawaii Army National Guard is announced. This is a two-year One Time Occasional Tour (OTOT) in Active Guard/Reserve (AGR) title 32 status. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and Section 502 Public Law 98-94 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 AOC:**

Joint Operations Center (JOC) Officer, Para 100, Line 05, O4, 01A (Branch Immaterial)

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**UNIT AND LOCATION OF POSITION:**

Joint Element, Joint Force Headquarters, Honolulu, Hawaii 96816

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**WHO MAY APPLY:**

Present Commissioned Officers of the Hawaii Army National Guard in the grade of O4.

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**AREA OF CONSIDERATION:**

All applicants must be qualified in any AOC. All applicants must possess a valid Secret security clearance. No 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 NGR 600-5, NGR 601-1, AR 135-18, NGR 601-1, AR 40-501, AR 600-9, AR 600-10, AR 600-200, AR 600-60, AR 600-8-2 and DA PAM 611-21.

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. Major, with at least 5 years' time in grade, must have completed Intermediate Level Education (ILE) – Common Core or its equivalent, as specified in AR 135-155.
6. Must be able to complete a 2-year 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.

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22. This is a 2-year, accompanied, Title 32, One Time Occasional Tour (OTOT). Selection for this position does not constitute accession into a permanent AGR program.
23. 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 MEDPROS 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 record APFTs for a total of 4 scores submitted.
11. DA 5500/5501 – reflecting most current HT/WT data (must meet standards IAW AR 600-9), taken within six (6) month of this JVA's closing date. If current Ht/Wt are within standards, complete only Name/Rank/HT/WT/Age, completed form must be certified.
12. Biographical Sketch IAW NGR 600-100, Appendix I.
13. Memo explaining any gaps or missing required documents (APFT, OER, etc.).
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.

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: [nq.hi.hiarng.mbx.nghi-hro-agr1@mail.mil](mailto:nq.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 10 working days of the JVA's closing date.

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### **DUTIES AND RESPONSIBILITIES:**

- a. This position is located in the Joint Force Headquarters, Plans, Operations and Readiness Directorate - J3, Joint Operations Center (JOC). The purpose of this position is to serve as a Plans and Operations Specialist, develop plans and procedures, and coordinate preparations for state active duty and the operational employment of ARNG personnel and military resources.
- b. Serves as the State NG focal point for Crisis Action Planning and the Officer in Charge of the Joint Operations Center (JOC) that remains operational 24 hours/7 days a week. Is responsible for the development of operational procedures that effectively

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and efficiently execute Civil-Military taskings from the National Command Authority, Governor or National Guard Senior Leader directed responses to Natural Disasters, Support for Civil Disturbance (MACDIS), Homeland Defense/Security, WMD response, Antiterrorism/Force Protection (AT/FP), the Critical Infrastructure Protection Program (CIPP), National Security Special Events (NSSE), and Continuation of Governmental Operations and Public Services, from the JOC. Responsible to establish and validate procedures, practices and tasks that provide command staffs located in the JOC, designated geographically separated Quick Reaction Force Platforms and the ANG Survival Recovery Center effective situational awareness and continuous command and control over tasked organizations and members. Responsible to plan for and physically establish a Joint Operations Center within the Joint Force Headquarters complex and Quick Reaction Force Platform Control Centers at designated locations across the state. Incumbent must plan for and establish appropriate security for the centers and their staffs; effective redundant communication processes to ensure safe secure receipt and dissemination of WARNORDs, OPORDs, FRAGORDs, Status of Forces and Resources and situational awareness reporting; and operational sustainment support for activated operational centers, Quick reaction forces and equipment. Ensures self-inspection procedures are developed, conducted, results evaluated and changes incorporated into operational procedures. Responsible for command and control crisis action training and certification program. Establishes, executes, evaluates and maintains the training program effectiveness through inspections, exercises and testing. Establishes and maintains training and certification documentation process for crisis action team members and controllers. Ensures newly assigned members and controllers receive orientation. Participates as an Operations Officer in the Joint Operations Center (JOC). Develops operational procedures to implement contingency and emergency plans. Coordinates with higher, adjacent, lower headquarters, Federal, state and local agencies as necessary, as well as other staff officers in the JOC to effectively accomplish emergency operations. Develops message routing procedures. Plans shift operations. Prepares operations orders. Develops after action reports to include cost factors. Identifies specific unit capabilities to support emergency operations. Identifies equipment and special civilian occupational skills needed for missions or command and control functions. Develops emergency response time estimates. Recommends improvement of NG resources to support emergencies. Coordinates operational control over committed NG forces during training simulations. Responsible for the administrative over-site of the command and control network to include defining required system capabilities, e.g. communications and collaborating with J6 administrators to identify specific equipment to meet mission needs; budgeting for and the purchase of crisis action infrastructure; and identifying and securing resourcing for fulltime staffing for effective 24/7 continuous operations, as well as system readiness needs. Performs other duties as assigned.

### c. Knowledge Required by the Position:

Comprehensive knowledge of, and skill in analytical thinking and evaluative methods sufficient to analyze standards, procedures, and work processes to continually improve them to meet tasking agency and public requirements, while maintaining compliance with regulatory provisions in full-spectrum crisis action planning, operational protocols, procedures and impacts; doctrinal programs; Federal and State mobilization processes; force structures and readiness postures; and NG wartime and peacetime missions. Skill in leading and participating in complex, fluid negotiations with various DoD, Federal and state command authorities, Federal and state agencies and contractors. Ability to analyze and evaluate diverse data and formulate into coherent practical operation plans, processes and procedures. In-depth understanding of the end state objectives to sequence program events, set milestones and change priorities within a fluid time constrained environment. Skill in oral and written communications to prepare and present briefings/project papers,

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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 you 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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