

## 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 FY2021-14    DATE: 7 April 2021    CLOSING DATE: 22 April 2021**

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The following Commissioned Officer position vacancy in the Hawaii Army National Guard is announced. This is a three-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:**  
Logistics Officer, Para 106, Line 03, O3, 90A00

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**UNIT AND LOCATION OF POSITION:**  
HHC, 29th Infantry Brigade Combat Team (IBCT), Kapolei, Hawaii 96707

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**WHO MAY APPLY:**  
Present Commissioned Officers of the Hawaii Army National Guard in the grade of O2-O3.

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**AREA OF CONSIDERATION:**  
All applicants must be qualified in AOC/branch 90A, 91A, 92A, 88A and has completed Captains Career Course (CCC). 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 600-100, AR 600-60, AR 600-8-2 and DA PAM 611-21.3845267

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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. Must be able to complete a 3-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).
6. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
7. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
8. Those applicants who resigned from the AGR program versus adverse actions are not eligible to re-enter AGR program.
9. 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.
10. Applicants must not be a candidate for public office or holding a civil office.
11. Must meet the Army body fat standards IAW AR 600-9.
12. 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.
13. 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.
14. 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.
15. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
16. 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.
17. 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.
18. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.
19. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
20. This is a 3-year, accompanied, Title 32, One Time Occasional Tour (OTOT). Selection for this position does not constitute accession into a permanent AGR program.
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

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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 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. DA Form 705 (Record APFT) - reflecting most current passing record APFT. 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 Name/Rank/HT/WT/Age only, completed form must be certified by two unit representative. Also include three other previous DA 5500/5501 (if applicable) for a total of 4 scores submitted.
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: [ng.hi.hiarng.mbx.nghi-hro-agr1@mail.mil](mailto: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) consolidate file in pdf 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:**

1. Acts as assistant logistics fulltime staff officer; reports and supports the 29IBCT S4 OIC and assists in management of the 29IBCT S4 section.
2. When required, will act as the brigade commander's fulltime staff officer for logistics; advises the commander on all logistics matters to include but not limited to: supply, maintenance, transportation, and services.

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3. Acts as the central point of contact for all logistical matters concerning the brigade; as such, maintains close and continuous coordination with higher headquarters, adjacent MSCs, USP&FO, organic battalions, and all support units.
4. Monitors both internal and external reports and requirements to determine compliance with supply discipline, maintenance directives, and other logistical brigade policies and procedures.
5. Provides technical assistance to all brigade personnel in matters of logistics; provides logistical input to all planning, coordination, policies, directives, and SOPs.
6. Coordinates all logistics support for all missions and training activities conducted by brigade units; provides assistance to units in preparation for all USP&FO audits, G4 inspections, WESTCOM AGI'S, AND HIARNG MERS.
7. Responsible for planning, coordinating, managing and tracking supply requests. Responsible for tracking the turn-in of supplies and proper close-out of logistics documents.
8. Responsible for providing leadership to the brigade S4 section during the conduct of full time activities, inactive duty training, and annual training; receives guidance and direction from brigade S4 OIC in the management of the brigade S4 section. Communicates with the brigade S4 OIC and act in the benefit of the organization and section when unable to contact OIC.
9. In a tactical field environment or when called upon:
  - a. Supervises and directs all logistical support to organic and attached units.
  - b. Coordinates directly with assigned direct and general support units to attain maximum readiness and sustainment support possible to brigade combat units.
  - c. Situates, secures and directs the brigade support operations center (SOC).
  - d. Mainly operates in administration and logistics operation center (ALOC); support all S4 rep requirements required in tactical field environment.
  - e. Advises the commander in the most efficient placement of support elements within the brigade support area, designation of main supply routes (MSR) and priorities of fill.
10. Performs as the force modernization officer and systems manager for the brigade; carries out any other assigned tasks, additional duties and responsibilities as deemed appropriate by the brigade commander.
11. Maintains the brigade logistical library and records, types, files, answers telephones, reproduces copies as needed, distribute and other assorted clerical duties and administrative requirements.
12. All other duties as assigned.

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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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