

**ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) VACANCY**  
**STATE OF HAWAII**  
**DEPARTMENT OF DEFENSE**  
**OFFICE OF THE ADJUTANT GENERAL**  
**3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495**

---

**ANNOUNCEMENT NUMBER: JVA FY2021-04**

**DATE: 10 May 2021**

**CLOSING DATE: 24 May 2021**

---

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). 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. Length of tour will be dependent on availability of funds on a fiscal year basis.

---

**POSITION TITLE AND DUTY LOCATION**

Operations Officer/Assistant S3, AOC 13A or 131A, 1<sup>st</sup> Battalion, 487<sup>th</sup> Field Artillery, Mililani Hawaii

---

**AREA OF CONSIDERATION:**

Open to present Commissioned Officers belonging to the Hawaii National Guard in the grade of O2-O3 or W2-W3. All applicants must be qualified in AOC 13A or 131A. All applicants must have a Secret security clearance.

TIER I: O2-O3 with Captains Career Course completed, or W2-W3 with Warrant Officer Advanced Course (WOAC) completed.

TIER II: O2-O3 with Basic Officer Leader Course (BOLC) completed, or W2-W3 with Warrant Officer Basic Course (WOBC) completed.

See Minimum Appointment Requirements for additional information.

---

**INSTRUCTIONS FOR APPLYING:** An applicant **must**, at a minimum, submit the following documents with their application and meet all applicable criteria:

1. Resume
2. DA Form 1058, Application for Active Duty Special Work
3. Retirement Point Accounting Management (RPAM), or NGB Form 23A. Note: Note Failure to disclose pertinent information that is not coded on this form may be grounds for release from the program.
4. Copy of DA Form 705 (Record APFT) or RCASWeb UPSCMS APFT history screenshot reflecting most current passing record APFT. Also include three other previous APFTs for a total of 4 scores submitted.
5. Copy of DA 5500/5501 (Body Fat Content Worksheet) or UPSCMS Body Composition Screenshot reflecting most current height/weight (HT/WT) data (must meet standards IAW AR 600-9), taken within six (6) month from this JVA's closing date. Also include three previous DA 5500/5501 (if applicable) for a total of 4 scores submitted.
6. Copy of last three (3) Officer Evaluation Reports (OERs).
7. Copy of Selection Board Officer Record Brief (ORB).
8. Copy of State Driver's license.
9. Knowledge, Skills, and Abilities (KSAs). Below are listed the KSAs for this position. Each applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience(s) that provided the KSA. These comments must be addressed in the order they appear below 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.
  - a. Knowledge of the position.
  - b. Knowledge of the principle and standard practices of management.
  - c. Knowledge in the techniques of organization, direction, coordination, and control.
  - d. Ability to develop, plan, and coordinate complex work assignments.
  - e. Ability to give specific guidance relative to the position.

## VACANCY ANNOUNCEMENT - ADOS, FY2021-04, 10 May 2021

- f. Ability to follow rigid requirements established by another source.
  - g. Skills you possess to assist in the improvement of the position or program.
  - h. Skill in oral and written communications.
10. Letter to the President of the Board annotating any discrepancies in the packet.
11. Letter of Recommendation (optional).

Each applicant is responsible for ensuring the application and all other forms and supporting documents above are submitted NLT 1700hrs on the closing date of this JVA via email to CPT Andrea K. Mailo at [andrea.k.mailo.mil@mail.mil](mailto:andrea.k.mailo.mil@mail.mil). Errors, omissions of information, incomplete applications or unsigned, and late submission will not be considered. Questions may be directed to CPT Andrea K. Mailo at (808) 672-1604.

---

### MINIMUM APPOINTMENT REQUIREMENTS:

1. Able to maintain good standing with M-Day Unit
2. Must not be under current suspension of favorable personnel actions.
3. Must be medically qualified under the provisions of Chapter 3 of AR 40-501 Retention Standards
4. No Temporary Profiles. Provide copy of permanent profile, if applicable
5. Strong interpersonal skills and Collaborative skills
6. Excellent time management skills.
7. Excellent attention to detail and organization.
8. Exceptional communication skills.
9. Possess a valid state driver's license.
10. Strong proficiency in Microsoft Office, Excel, Power Point, Outlook and other operations applicable software programs.
11. Must have a current Secret security clearance.
12. Must not have attained 17 years of total Active Service (AS).
13. Must not have reached mandatory removal date (MRD) based on years of service.

---

### POSITION DESCRIPTION:

Full-Time National Guard Duty – ADOS Operations Officer/AS3 is responsible for providing staff planning and assistance to ensure that required training and readiness objectives are achieved. Aids in establishing and conducting training evaluation programs for subordinate units. Assists in the review of various training evaluation reports such as general inspection and other staff inspection/assistance reports. Provides guidance and assistance to unit commanders on ways to improve the quality of training. Ensures compliance with directives, programs, and objectives of the Department of the Army, National Guard Bureau, major Army headquarters, and other higher headquarters. Assists in scheduling and conducting various training courses (e.g., communication procedures, leadership courses, marksmanship training, etc.). Ensures that equipment and supplies are available for training activities. Procures and maintains training aids, manuals, and various regulations. Assists the S3 OIC in all phases pertaining to readiness, training, and mobilization. Provides assistance in the implementation of various security measures for such items as documents, arms ammunition, and communication equipment. Assists with the evaluation and updating of organization and subordinate unit tactical and administrative Standard Operating Procedures (SOPs). Prepares products, presentations, Concept of Operations (CONOPs), etc. as required. Assists with quarterly Unit Status Report (USR) inputs. Performs all other duties as assigned.

---

### 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).

---

**PLEASE POST THIS VACANCY ANNOUNCEMENT ON UNIT BULLETIN BOARDS UNTIL CLOSING DATE**