

# 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 FY2021-19    DATE: 10 May 2021    CLOSING DATE: 9 June 2021**

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The following Enlisted position vacancy in the Hawaii Army National Guard is announced. This is a three-year fulltime National Guard duty tour in Active Guard/Reserve (AGR) 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:**  
Medical Readiness NCO, Para 108A, Line 03, E6, 68W3O

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**UNIT AND LOCATION OF POSITION:**  
Hawaii Medical Detachment, Kapolei, Hawaii 96707

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**WHO MAY APPLY:**  
Present enlisted members of the Hawaii Army National Guard in the grade of E5-E6.

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**AREA OF CONSIDERATION:**  
All applicants must already be 68W MOSQ. All applicants must already possess a Secret security clearance and have completed Basic Leaders Course (BLC). AGR Soldiers serving on a subsequent tour (excluding Soldiers within the first 18 months of an initial tour) may apply. 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, AR 135-18, NGR 601-1, AR 40-501, AR 600-9 and AR 600-10

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1. Must be a member of the Hawaii Army National Guard or be able to become 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. A physical profile of 111121 or better. 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. A physical demands rating of Significant (Gray) or be able to pass the Occupational Physical Assessment Test (OPAT) requirements for re-classification into 68W MOS.
6. A minimum score of 105 in aptitude area ST and 110 in aptitude area GT in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 102 in aptitude area ST and 110 in aptitude area GT on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 101 in aptitude area ST and 107 in aptitude area GT on ASVAB tests administered on and after 1 July 2004.
7. Must be able to complete a 3-year tour of Full-time National Guard duty (FTNGD) prior to reaching 18 years of Active Service (AS) or the date of mandatory removal (MRD for Officers, RCP for Enlisted) from an active status based on age, grade/rank or service (without an extension).
8. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
9. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of release from active duty (REFRAD). Applicants who were involuntary released from the AGR program are not eligible to re-enter the 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

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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. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
20. 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.
21. 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.

1. NGB 34-1 (dated 20131111). **Errors, omissions of information 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. Individual Medical Readiness (IMR) Record printout from MEDPROS. 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) Non-Commissioned Officer Evaluation Reports (NCOERs) - Current and previous 4, if applicable. Letters of Recommendation (LORs) can be used if no evaluations are available based on rank, but LORs must be signed by initiator and dated within thirty (30) days of announcement close date. Signed justification from the applicant for any missing documentation is required.
5. Soldier Record Brief (SRB/ERB), selection board version. Must be certified within 30 days from application submission. Ensure that DA Photo, race, ethnicity and gender identification data is removed prior to submission. *Write your civilian email address on the upper right hand corner.*
6. All DD214s, DD215s and DD220s to verify all previous active service.
7. NGB Form 23B (Army National Guard Retirement Points History Statement).
8. Proof of highest level of Civilian Education acquired.
9. Security Clearance Verification Memo, current, within 6 months. Contact your appointed unit or the State Security Manager for a memo.
10. Local Agency Check less than 30 days old at time of application submission (see unit for assistance). **Applicants must not have any history of a felony conviction, or conviction of crimes involving resident or out of hospital patients of a medical care facility, or financial exploitation of a person entrusted to the care of the applicant. Applicants must also have no history of violence against person or property, sexual misconduct, weapons/ammunition/explosives/arson charges, or drug activity involving illegal possession, buying, selling, or distribution of controlled substances or synthetics.**
11. Sex Offender Verification of No Sex Offender Record on [www.nsopw.gov](http://www.nsopw.gov) (National Search result).
12. Copy of current, valid and unrestricted National Registry Emergency Medical Technician (NREMT) certification.
13. DA Form 705 (Record APFT) - reflecting most current passing record APFT. Also include three (3) other previous record APFTs for a total of 4 scores submitted.
14. DA Form 5500-R/5501-R – reflecting most current HT/WT data (must meet standards IAW AR 600-9), taken

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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 representatives. Also include three (3) other previous DA 5500/5501 (if applicable) for a total of 4 scores submitted.

15. Memo explaining any gaps or missing required documents (APFT, NCOER, etc.).

16. 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). KSAs 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.**

Individual applicant is responsible for the completion and turn-in of his/her application, all contents and attachments. Submit application packet via your official military/enterprise email only, to Human Resources Office (HRO) group mailbox: [ng.hi.hiarnng.mbx.nghi-hro-agr1@mail.mil](mailto:ng.hi.hiarnng.mbx.nghi-hro-agr1@mail.mil). 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) consolidated pdf file. Subject line of the email must include the announcement number and the applicant's name. Application packet submitted via civilian email, ordinary mail or hand delivered 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:**

#### Supervisory controls:

Works under the administrative supervision and direction of the Deputy State Surgeon, Office of the State Surgeon, HIARNG (OTSS-HI). Work will be evaluated in terms of overall effectiveness and attainment of collaboratively established HIARNG medical readiness objectives within the MSC/Brigade/Sep Units.

#### Duties and Responsibilities:

Assists in the execution of the medical readiness programs for the Hawaii Army National Guard. Supports the MSC/Brigade/SEP Unit commander's plans and programs to attain the unit's overall readiness objectives IAW with AR 220-1. Provides Individual Medical Readiness (IMR) support to all Soldiers. This includes but is not limited to coordinating for vision and hearing screenings, blood draws and testing, immunizations, dental examinations and treatment, Periodic Health Assessments (PHA), Post Deployment Health Reassessments (PDHRA), MOS/Medical Retention Boards (MMRB), and Medical Evaluation Boards (MEB), if indicated. Manages Soldiers with T3, T4, P3 or P4 profiles via the Medical Non-Deployable (MND) Application in MODS for further adjudication in conjunction with the OTSS or the DSS. Monitors MEDPROS, MHA, MWDE, and MEDCHART for all work accomplished, to include follow-up on entry of IMR results and pull of Soldier IMR and unit reports, when required. Serves as State 68W Coordinator to facilitate training and recertification of the MSC/Brigade/Sep Units 68W population. Serves as the State Combat Lifesaver Coordinator to facilitate the training and recertification programs. Provides medical operations, medical logistics and patient administration subject matter expert assistance. Maintains visibility of the unit's Wounded Warriors through coordination with the Office of the State Surgeon/Deputy State Surgeon and the Soldier Patient Locator Application in MODS. Provides case management assistance for the AGR Medical Readiness Program for new accessions, extensions, and T2-4 or P2-4 profile tracking. Serves as Basic Life Support (BLS) Coordinator to facilitate the training and recertification programs. Must attain and maintain Defense Occupational and Environmental Health Readiness System

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(DOEHRS) certification to perform hearing exams. Serves as State Commander's Portal Administrator, conducting training and approving access for Unit Commanders in the HIARNG. Serves as Flag Officer/General Officer (FOGO) Medical Protocol NCOIC. Serves as Budget Analyst for Office of the State Surgeon and assist the Deputy State Surgeon with contract and budget functions. Coordinates medical readiness events and operations to include vouchered and contractor support activities (Medical/Dental/PDHRA).

### **ADDITIONAL REQUIREMENTS:**

Medical Readiness NCO Qualifications. The MR-NCO must hold 68W as their primary MOS to perform in their day-to-day activities. Applicants must be able to obtain a HIPAA certification; have or be able to obtain, write and input access to the following MODS Applications: DENCLASS, HRR, MND, MEDPROS, 68W, MEDPROS Web Data Entry (MWDE), and other modules/reports as required. The MR-NCO (68W) must maintain a current, valid, unrestricted National Registry Emergency Medical Technician-Basic Certification and BLS for Healthcare Providers (BLS-HCP) certification.

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### **HRO ARMY AGR BRANCH POC:**

SFC Minerva B. Manuel  
(808) 672-1314  
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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. 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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