

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 FY2021-21

DATE: 24 May 2021

CLOSING DATE: 23 June 2021

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.

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND AOC:

Assistant S3 Officer, Para 103, Line 02, O4, 01A00

UNIT AND LOCATION OF POSITION:

HHC, 103d Troop Command, Pearl City, Hawaii 96782

WHO MAY APPLY:

Present Commissioned Officers of the Hawaii Army National Guard in the grade of O3-O4.

AREA OF CONSIDERATION:

All applicants must be qualified in any AOC/branch and has completed Captains Career Course (CCC). All applicants must be currently assigned as a commander or were previously assigned as a commander. All applicants must possess a valid Secret security clearance. CPT/O3 applicants must have at least two (2) years' time in grade (TIG). Waivers for disqualifications 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, 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.

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 release from active duty (REFRAD). Applicants who were involuntarily released from the AGR program are not eligible to re-enter the AGR program.
8. 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.
9. Applicants must not be a candidate for public office or holding a civil office.
10. Must meet the Army body fat standards IAW AR 600-9.
11. 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.
12. 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.
13. 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.
14. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
15. 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.
16. 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.
17. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.

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18. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
19. 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.
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.

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). 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) Commissioned Officer Evaluation Reports (OERs) (Current and previous 4, if applicable). Letter of Recommendations (LOR) 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. Current Soldier Record Brief (SRB/ORB), selection board version. 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.
10. 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.
11. DA Form 5500-R/5501-R – 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 representatives. Also include three (3) 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.**

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.hiarnq.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

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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.

DUTIES AND RESPONSIBILITIES:

1. **Introduction:** This position is located in a separate brigade or comparable size headquarters of the Army National Guard.
2. **Purpose:** The purpose for this position is to provide staff planning and assistance to ensure that required training and readiness objectives are achieved.
3. **Duties and responsibilities:**
 - a. Aids in establishing and conducting training evaluation programs for subordinate units.
 - b. Assists in the review of 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. Assists in scheduling and conducting various training courses (e.g., communication procedures, leadership courses, marksmanship training, etc.).
 - f. Ensures that equipment and supplies are available for training activities.
 - g. Procures and maintains training aids, manuals, and various regulations.
 - h. Assists the S3 in all phases pertaining to readiness and mobilization.
 - i. Provides assistance in the implementation of various security measures for such items as documents, arms ammunition, and communication equipment.
 - j. Monitors the organization's MOS qualification program.
 - k. Assists with the evaluation and updating of organization and subordinate unit tactical and administrative SOPs.
 - l. Performs all other duties as assigned.

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).

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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