

# ARMY NATIONAL GUARD AGR JOB VACANCY ANNOUNCEMENT (JVA)

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 Diamond Head Road, Honolulu, Hawaii 96816-4495

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**JVA NUMBER:** FY2022-04

**PUBLISH DATE:** 07 December 2021

**CLOSING DATE:** 06 January 2022

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The following Enlisted position vacancy in the Hawaii Army National Guard is announced. This is a three-year full-time 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 MOS/AOC:**  
Supply Sergeant, Para 302, Line 01, E6, 92Y3O

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**UNIT AND LOCATION OF POSITION:**  
Battery C, 1<sup>st</sup> Battalion, 487<sup>th</sup> Field Artillery, Mililani, Hawaii 96789

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**WHO MAY APPLY:**  
Present enlisted members of the Hawaii Army National Guard in the grade of E4-E6.

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**AREA OF CONSIDERATION:**  
All applicants must possess a valid Secret security clearance. All E4 and E5 applicants must have completed Basic Leaders Course (BLC). All E4 applicants must be 92Y MOSQ. Non-MOSQ E5 applicants must meet ASVAB score and other training pre-requisite requirements for 92Y MOS. E6 applicants must be 92Y MOSQ. If selected, an E5 non-MOSQ applicant must have the potential to become 92Y MOSQ within 12 months from AGR start date or be released from the AGR program. Current, on board AGR Soldiers (excluding those within their first 18 months of an initial tour) may apply. No other 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

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. A physical profile of 222222 or better.
6. Normal color vision.
7. A physical demands rating of Moderate (Gold) or be able to pass the Occupational Physical Assessment Test (OPAT) requirements for re-classification into 92Y MOS.
8. A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
9. No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier as annotated in DA PAM 611-21, Chapter 10C.
10. No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of integrity or which is inconsistent with the 92Y position of trust.
11. No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable.
12. 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).
13. 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.

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14. 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.
15. Applicants must not be a candidate for public office or holding a civil office.
16. Must meet the Army body fat standards IAW AR 600–9.
17. 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.
18. 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.
19. 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.
20. COVID-19 VACCINATION REQUIREMENT: As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment. HRO will provide additional information regarding what information or documentation will be needed.
21. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
22. 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.
23. 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.
24. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
25. 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.
26. 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 submitted late 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) or Corporal/Specialist Evaluation Reports - 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 recommender 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, validated within the last 6 months. 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). Obtain memo from your appointed unit security manager or the HIARNG 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

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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.

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

13. 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. Documents must be scanned in the order as listed above and emailed as a single, consolidated electronic pdf file to Human Resources Office (HRO) group mailbox: [ng.hi.hiarnng.mbx.nghi-hro-agr1@army.mil](mailto:ng.hi.hiarnng.mbx.nghi-hro-agr1@army.mil). Submit application packet via your official military/enterprise email only, no other means of submission will be accepted. 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. Subject line of the email must include the announcement number and the applicant's name.

Application packets will be screened by HRO prior to submission to the selection panel. Received AGR JVA packets with missing, incomplete, outdated forms/docs/signatures are considered incomplete and **ARE NOT** considered for boarding. AGR office will reply with receipt of receiving AGR JVA packet; it is strongly recommended that applicants re-submit their AGR JVA application packets if they have not received an email notification of receipt from the AGR office **PRIOR** to the board closing date. 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. **Supervisory controls:** Works under the direct supervision of the Readiness NCO and the senior full-time support Soldier. Receives technical guidance from supervisory personnel at company headquarters.

2. **Duties and responsibilities:**

Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon accomplishment of established objectives. Manage all required supply records IAW standard and local policies and procedures; maintain record files IAW Army Records Information Management System (ARIMS) and SOPs; prepare, review, and update Primary Hand Receipts (PHR) for individual, organizational, and installation equipment, Sub-Hand Receipts (SHR), Component Hand Receipts (CHR), Sets Kits and Outfits (SKO), and State Property listings; meet requirements and sustain compliance IAW with Command Supply Discipline Program (CSDP), Command Maintenance Discipline Program (CMDP), Aviation Resource Management Survey (ARMS) Physical Security (PHYSEC), and NGB Command Logistics Review Program (CLRT) inspections and checklists; prepare Unit Status Report (USR) accurately for supply and maintenance areas to sustain logistical readiness. Gain knowledge and obtain access for the following Standard Army Maintenance System-Installation Enhanced (STAMIS) systems and online automation programs; Force Management System Website (FMSWeb), Global Combat Support System-Army (GCSS-A), General Fund Enterprise Business System (GFEBS), Installation Support Modules (ISM), Central Clothing Distribution System (CCDF), Army Direct Ordering (ADO), Logistics Information Warehouse (LIW) and applicable sub-applications such as Test, Measurement, and Diagnostic Equipment (TMDE), Total Ammunition Management Information System (TAMIS), Joint Technical Data Integration (JTDI) sub-application Aviation Ground Support Equipment (AGSE), Army Food Management Information System (AFMIS), Electronic Transportation Acquisition (ETA) sub-application Army Container Asset Management System (ACAMS), Transportation Coordinator's Automated Information for Movements System (TC-AIMS-II), Army Records Information Management System (ARIMS), Defense Travel System (DTS), Army Training Network (ATN), and Army Knowledge Online (AKO). Assumes property accountability, responsibility, management, and coordination for all types of property issued to the unit IAW the provisions of Army regulations, National Guard Bureau (NGB) regulations, and local policies; assists the unit Commander in maintaining property accountability utilizing various automation systems such as GCSS-A or manual

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procedures when needed; with Commander's input determine priority requirements using Force Activity Designator (FAD) to expedite critical asset requisitions and prioritization for improvement of USR and mission requirements; assists Commander and PBO in conducting inventories and prepares appropriate documentation; verify and compare current and projected MTOE authorizations to prepare a comprehensive plan of acquisitions and dispositions of equipment; ensure all authorized equipment are on-hand or on valid requisition; identify and prepare documentation to turn-in or lateral transfer of excess to the State items. Assumes maintenance responsibility, management, and coordination for all types of property issued to the unit IAW the provisions of Army regulations, NGB regulations, local policies; assists the unit Ground Maintenance Officer in maintaining scheduled and unscheduled maintenance services for applicable pieces of equipment utilizing various automation systems such as GCSS-A or manual procedures when needed; with Ground Maintenance Officer's input determine priority requirements to expedite critical asset for improvement of USR and mission requirements; establish plans to stagger maintenance cycles; serve as the unit's ground equipment Production Control (PC) clerk and equipment dispatcher; prepare, submit, update, cancel, and complete work orders to supporting shops such as Unit Training Equipment Site (UTES), Combined Support Maintenance Shop (CSMS) No. 1 and 2, and Army Aviation Support Facility (AASF) No. 1 for over 340 reportable assets to include 79 rolling stock and 127 weapon systems. Request, modify, cancel, receive, inspect, verify, load, transport, unload, segregate, store, issue, account, and turn-in all applicable classes of supply for both consumable and non-consumable items through military supply channels and commercial purchases; manage office bench stock and shortages on air and ground major end items' components of end-item (COEI), and Basic Issue Items (BII); manage Organization Clothing and Individual Equipment (OCIE) through USPFO-HI Central Issue Facility (CIF), Aviation Life Support Equipment (ALSE) through Product Manager (PM) for flight status personnel, and uniform clothing through Central Clothing Distribution Facility (CCDF) and Army Direct Ordering (ADO) programs through supporting activity; prepares organized storage facilities to facilitate issue, receipt, and inventory of supplies and equipment while in compliance with physical security, fire, and safety requirements; coordinates and accomplishes reconciliation and validation listings as directed by USPFO-HI and PBO; process local purchase items and services through GFEBS; process Common-Use Land Transportation (CULT) movements through Transportation Office; process facility maintenance work orders through Facility Maintenance Office (FMO). Manage all unit calibration service cycles for over 500 items of TMDE through CSMS No. 1 TMDE Service Center (TSC); submit, request, turn-in, and disposition TMDE items accordingly; properly account TMDE items with corresponding major end item IAW with item's CHR/SKO records. Assists the Unit Movement Officer (UMO) in the preparation, packing, and shipment of approved Mission Essential Equipment Listing (MEEL) relative to unit mobilization; coordinates preparation and maintenance of unit movement plans, load plans, and Automated Unit Equipment List (AUEL) reports, and Organizational Equipment List (OEL) reports in TC-AIMS-II. Prepare, maintain, and update delegations of authority signature cards and system access authorization requests for various support activities and online automation systems for personnel to receive supplies and equipment; maintain a security clearance; be able obtain arms room personal identification code (PIC) for intrusion detection system (IDS) to arms, ammunition, and equipment (AA&E) and sensitive items storage area through Schofield Barracks Physical Security Office. Must be licensed or capable of becoming licensed to operate commercial and military Material Handling Equipment (MHE); at a minimum, able to operate commercial and militarized forklift models, High Mobility Multi-Wheeled Vehicle (HMMWV) models, and Family of Medium Tactical Vehicles (FMTV) models; capable of lifting at a minimum 50lbs. Supervise Unit Supply, NBC, POL, and AGSE sections; ensures subordinate personnel have the opportunity to receive training necessary for professional development IAW MOS individual and section tasks; perform necessary counseling, evaluation, and award recommendation as needed; directs and mentor subordinate personnel in performing assigned duties and tasks. Operate alongside and provide status updates to unit aviation PC officer regarding supplies, equipment, and ground support services in direct support of aircraft maintenance work orders and maintenance. Able to fully prepare and mobilize entire unit and integrate with outer State Detachments upon arrival to mobilization site; collect and consolidate information and property book data from Detachments; prepare logistical and maintenance reports for both State and war trace Battalion staff. Able to obtain and manage monetary accounts and credit lines such as unit funds, Self Service Supply Center (SSSC), Government Purchase Card (GPC), and Government Travel Card (GTC). This assignment requires periods of temporary duty assignment or TDY travel. Performs all other duties as required or assigned.

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

SFC Minerva B. Manuel

(808) 672-1314

minerva.b.manuel.mil@mail.mil or minerva.b.manuel.mil@army.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 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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