

# 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:** FY2022-08

**DATE:** 11 February 2022

**CLOSING DATE:** 13 March 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:**

Human Resources Sergeant, Para 103, Line 04, E5, 42A20

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**UNIT AND LOCATION OF POSITION:**

Headquarters and Headquarters Company, 227<sup>th</sup> Brigade Engineer Battalion, Kapolei, Hawaii 96707

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**WHO MAY APPLY:**

Present enlisted members of the Hawaii Army National Guard in the grade of E4-E5.

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**AREA OF CONSIDERATION:**

**Tier 1:** E4-E5 42A MOSQ and has completed SSD1/DLC1.

**Tier 2:** E4-E5 qualified in any MOS and has completed SSD1/DLC1. Non-MOSQ applicants must meet ASVAB score and other training pre-requisite requirements for 42A MOS. If selected, non-MOSQ applicant must have the potential to become 42A MOSQ within 12 months from AGR start date or be released from the AGR program.

All applicants must already possess a valid Secret security clearance. Current, on board AGR Soldiers (excluding those within their 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.

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 323222 or better.
6. Normal color vision.
7. A physical demands rating of Significant (Gray) or be able to pass the Occupational Physical Assessment Test (OPAT) requirements for re-classification into 42A 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 92 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
9. 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).
10. 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.
11. 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.
12. Applicants must not be a candidate for public office or holding a civil office.
13. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no

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flag has been initiated.

14. Must meet the Army body fat standards IAW AR 600–9.
15. 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.
16. 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.
17. 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.
18. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
19. 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
20. 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.
21. 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.
22. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
23. 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.
24. 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, certified 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). Contact 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. RCASweb or ATMS printout will not be accepted.
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)

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other previous DA 5500/5501 (if applicable) for a total of 4 scores submitted. RCASweb or ATMS printout will not be accepted.

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. **Introduction:** The purpose of this position is to provide human resources assistance in the area of personnel management to increase the unit and battalion readiness in the administrative area. Incumbent will assist in both officer and enlisted personnel matters.

2. **Supervisory controls:** Work is performed under the supervision of the commander or their fulltime representative. Incumbent is relied on to plan, organize the work, and to determine the work methods and techniques required achieving the goals and meeting the needs of the organization. Technical guidance is received from the Senior Human Resources Sergeant, Administrative Officer, or other related personnel at higher headquarters. Work is reviewed for compliance with instructions and policies, for adequacy and overall attainment of objectives.

3. **Duties and responsibilities:**

Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon accomplishment of established objectives. Applies general knowledge of provisions and limitations of Freedom of Information and Privacy Act. Prepares manual and IPPS-A orders or request for orders as required to perform other duties. Maintains files and documents in accordance with ARIMS and reference library. Posts change to Army regulations and other directives. Prepares requests for orders to accomplish personnel management functions. Prepares and inputs Integrated Personnel and Pay System – Army (IPPS-A) actions, reviews personnel transaction registers, and resolves errors. Prepares or maintains reports and data on current strength, projected gains/losses and status of personnel. Determines levels of strength authorized from MTOE's to identify current and projected vacancies; identifies and reports surplus personnel, and recommends possible personnel actions that would enhance unit readiness. Interviews incoming personnel for data required in maintaining personnel records. Screens data entered on personnel records against established criteria and requirements; evaluates personnel qualifications to determine eligibility for special assignments and/or

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recommends to the command duty assignments that enhance career progression for individuals. Prepares or processes requests for transfer or reassignment and other actions such as requests for attendance of service schools, extensions, and request for special duty/assignments. Upon receipt of orders for personnel assigned to unit, incumbent will prepare the necessary documents for transfer of records to next duty station (if applicable), and if required, brief personnel on time, date, and place of port call, as well as other actions required at next duty station (TDY/PCS). Identifies personnel eligible for promotion, reviews recommendations for promotion, initiates action to convene local promotion boards, prepares promotion points worksheet, schedules board and notifies participants, reviews promotion board action for accuracy and correctness and makes disposition of reviewed promotion packets, verifies computations on worksheets and maintains a current eligibility list. Processes reclassification actions based on promotion, reduction, medical disqualification, loss of MOS qualification reclassification board and interviews personnel concerning reclassification action. Assists with personnel strength and accountability report. Ensures timely submission of reports to higher headquarters. Assists with reviewing and processing award recommendations. Processes and reviews interactive Personnel Electronic Records Management System (I PERMS) batches in addition to updating IPPS-A records, as required. Assists with maintaining medical readiness across the battalion including working with units to coordinate Periodic Health Assessments (PHA) appointments. Types memorandums, military and non-military letters, endorsements, messages, and other correspondence and forms as required in accordance with prescribed directives' types in draft and final copy form. Proficient with scanners, printers, and Computer Microsoft Programs and systems. Must have the aptitude and ability to become proficient in all current and future personnel systems in order to be effective. This position may require periods of TDY travel as directed by the chain of command. Must be proficient in computer and software such as Microsoft Office to be effective and efficient in accomplishing directed tasks. Provides customer service to all Soldiers with regards to any Personnel issues and provides HR support to subordinate units. Conducts physical training at least three times per week individually or in group setting to ensure maintenance of ACFT and height and weight standards. Failure to pass APFT and height and weight will result in removal from the AGR program. Must complete PEC directed course within one year of start date. Failure to do so may result in removal from the AGR program. Be professional Soldier at all times. AGRs are expected to be professional in appearance and attitude. You are expected to live the Army Values - Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage. Maybe required to perform in a leadership position, such as Squad Leader. Performs other duties as required or assigned.

#### **4. Qualification requirements:**

##### **a. General experience:**

- (1) Must have one year of progressively responsible clerical experience or other work that demonstrated the ability to acquire and to apply the practical knowledge and understanding of the program policies and other requirements relating to the work of the position.
- (2) Must be able to demonstrate an ability to communicate in writing utilizing military formats.
- (3) Must be able to type at least 25 wpm.

b. Specialized experience: Must have at least two years of experience which provided knowledge of the program objectives, policies, procedures, or pertinent regulatory requirements affecting this activity. Such experience is gained in a line of work that is basically similar or closely related to the work of the position to be filled.

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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 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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