

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**

JVA NUMBER: FY2022-14 PUBLISH DATE: 06 April 2022 CLOSING DATE: 05 April 2023

The following Enlisted 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) and Section 502 Public Law 98-94. This is a three-year fulltime National Guard duty tour in Active Guard/Reserve (AGR) status. **This vacancy is open for one (1) year continuous recruitment** and will 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.

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Recruiting and Retention NCO, Para 008B, Line 20, E6, 00F34

LOCATION OF POSITION:

Hawaii Recruiting and Retention Battalion, Kapolei, Hawaii 96707

NOTE: Duty positions are located in various locations on Oahu

WHO MAY APPLY:

Present enlisted members of the Hawaii Army National Guard in the grade(s) of E5 – E7.

AREA OF CONSIDERATION: All applicants **MUST** be qualified in any MOS and must be able to become SQI-4 qualified within 180 days of initial AGR tour assignment. All applicants must already possess a Secret security clearance. SFC/E7 applicants must understand that if selected, he/she will be administratively reduced to the grade of E6 prior to assignment into the position. No waivers authorized. In order to be considered for this position, an applicant must meet all minimum appointments outlined below.

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. 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.
3. Must be 18 years of age, and less than 55 years of age for initial entry.
4. A physical profile of 132221 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 accessioning into the AGR Program.
5. Qualifying scores – A minimum score of 110 in aptitude area General Technical (GT) on the Armed Services Vocational Aptitude Battery (ASVAB). Line score waivers will be considered for Soldiers with GT scores less than 110, provided the Soldier has a GT of 100 **or** a GT Score of 95 and Skilled Technical (ST) score of 95.
6. Must have a current physical demand category (PDC) rating of moderate or higher. If you do not have a current PDC rating at this level, you will be required to complete an Occupational Physical Assessment Test (OPAT) within 30 days of selection. If you are unable to obtain the PDC level required for this position, you will be subject to REFRAD from this position.
7. Must meet the Army body fat standards IAW AR 600-9.
8. 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

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active status based on age, grade/rank or service (without an extension).

9. AGR Soldiers on initial tours are ineligible to apply for this position.

10. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.

11. 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.

12. Applicants must not be a candidate for public office or holding a civil office.

13. 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.

14. Upon selection, the selectee will be medically evaluated for clearance by the Office of the State Surgeon (POC: Deputy State Surgeon). Selectee must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, within 12 months prior to initial entry in the AGR program.

15. 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.

16. 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.

17. 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.

18. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.

19. 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.

20. 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.

21. AGR personnel are required to participate in IDT, AT, Special Projects, or other activities requiring their presence.

22. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within six months 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. For SFC/E7 applicants only, a memorandum for record of understanding that if selected, he/she will be administratively reduced to E6 prior to accession into the position.

25. This Recruiting assignment is subject to Suitability Screening procedures. The following additional State and NGB requirements must be met prior to acceptance into the AGR program:

- Must not have a Type I or Type II or Type III Offense (See Army Directive 2018-16 and SMOM 22-009)
- Must be able to produce a current favorable National Agency Check with Law and Credit (NACLC) or Tier 3 Investigation or higher
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must complete a Recruiter/Trainer Prohibited Activities Acknowledgement (DD Form 2982)
- Must not be listed on the National Sex Offender Public Website
- Must have a current Periodic Health Assessment and a review of medical records
- Must receive favorable results after completing a DD Form 369
- After all state level requirements have been passed, you must receive favorable results from NGB level screens of the following:
 - Department of Army Inspector General (DAIG)

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- Criminal Investigation Division (CID)
- Office of Military Personnel File Review
- Army Substance Program

26. 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 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 Record (IMR) printout from MEDPROS. Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid.
3. All current permanent and/or temporary physical profiles (DA Form 3349), if applicable.
4. Last five (5) Noncommissioned Officer Evaluation Reports (NCOER) – Current and previous 4, if applicable. Letter of Recommendations (LORs) 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 periods.
7. NGB Form 23B (Army National Guard Retirement Points History Statement) current, within 6 months.
8. Proof of highest level of Civilian Education acquired.
9. Security Clearance Verification Memo (current, within 6 months). Contact your appointed unit/Bn security manager 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. RCASweb or ATMS printout will not be accepted.
11. DD 369 (Local Agency Police Records Check). Fill out blocks 1-8 and sign in block 11 only.
12. Sex Offender Verification of NO SEX OFFENDER RECORD (Nationwide search result) (www.nsopw.gov).
13. Biographical Sketch IAW NGR 600-200, Figure G-3.
14. Copy of Social Security Card.
15. Copy of valid Hawaii State Driver's license.
16. HRR Form 600 Recruiting Questionnaire (enclosed).
17. Memo explaining any gaps or missing required documents (APFT, NCOER, ERB, etc.).
18. Knowledge, Skills, and Abilities (KSAs). Below are listed KSA's 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

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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.hiarng.mbx.nghi-hro-agr1@army.mil. Submit application packet via your official army/military 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.

DUTIES AND RESPONSIBILITIES:

1. **Related experience:** Experience in the following specialties is highly desired:
 - a. Team/Squad/Section leader.
 - b. Sales/Sales Management.
2. **Special requirements:**
 - a. Military Education: As required in NGR 600-200 and current ARNG Professional Development Program (PDP).
 - b. Civilian Education: Be a High School diploma graduate or have a GED and one year of college (no waivers authorized).
 - c. Knowledge of the organization and mission of the Army National Guard; knowledge of the Army National Guard recruiting and retention program and organization of the full-time recruiting force.
 - d. Creative writing skills.
 - e. Excellent speaking ability.
 - f. No record of conviction by special or general court-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), Chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
3. **Supervisory controls:** Works under the supervision and control of the Recruiting and Retention Section Chief for the assigned area; performs duties with minimum supervision after receiving general guidance and mission. Performance of duties are evaluated and reviewed for accomplishment of assigned mission.
4. **Justification:** This position is located in one of the designated recruiting areas of the state. The incumbent is charged with the responsibility of seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives as assigned by the Recruiting and Retention Commander (RRC).
5. **Position Description:**

Conforms to all moral and ethical requirements of an ARNG recruiting and retention NCO and accepted practices. Establishes and maintains contacts in sufficient numbers and within the proper markets to achieve recruiting objectives. Establishes and maintains effective centers of influence/very influential persons in schools, civic groups, local governing bodies and supported units. Conducts formal and informal presentations to various school and civic groups to generate leads for enlistment in the ARNG. Establishes

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and maintains liaison with radio, television, and print media to keep the ARNG in the public view. Establishes and maintains displays and exhibits to promote interest in the ARNG. Interviews prospects regarding membership in the ARNG. Pre-qualifies prospects to ensure enlistment criteria are met. Assists in the scheduling and administration of high school ASVAB testing as appropriate. Arranges for transportation of applicants to military entrance processing station (MEPS) and military examination test site (METS) for enlistment processing. Administers enlistment-screening test (EST) to all applicants prior to producing ASVAB testing as appropriate. Completes required enlistment administration prior to transporting applicants to MEPS. Establishes and maintains a good working relationship with organizations/units in assigned area. Develops and maintains effective school recruiting programs. Conducts prospecting and lead generating activities in assigned area (i.e., area canvassing and telephone prospecting). Establishes and maintains files, correspondence, prospect cards and lead refinement lists in accordance with current policy and regulations. Performs RSP duties as cadre during drill weekends as directed.

HRO ARMY AGR BRANCH POC:

SFC Minerva B. Manuel

(808) 672-1314

minerva.b.manuel.mil@army.mil

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: 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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