

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: FY2023-02

DATE: 20 Oct 22

CLOSING DATE: 19 Nov 22

---

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Supply Sergeant, PARA 301 LINE 04, E6, 92Y

---

APPOINTMENT FACTORS:	OFFICER( )	WARRANT OFFICER( )	ENLISTED(X)
----------------------	------------	--------------------	-------------

---

UNIT AND LOCATION OF POSITION:  
Troop C, 1st Squadron, 299th Cavalry Regiment, 1 3460 Kaunualii Highway, Hanapepe, Hawaii 96716

---

**WHO MAY APPLY:**

Present members of the Army National Guard in the grades of: E4 to E6. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

---

**AREA OF CONSIDERATION:**

Tier 1: E4-E6 92Y MOS Qualified; Current member of the Hawaii Army National Guard. || Tier 2: E4-E6 92Y Non-MOS Qualified; Current member of the Hawaii Army National Guard. || Tier 3: E4-E6 92Y MOS Qualified; Current member of the Army National Guard. NATIONWIDE. || Non-commissioned officers must be professional military education qualified for their grade. E4 applicants must have completed Basic Leader Course and be currently qualified in an Army MOS. All applicants must possess a valid Secret security clearance. Current onboard HIARNG AGR Soldiers may not apply.

---

**MINIMUM APPOINTMENT REQUIREMENTS:**

For 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 40-502, AR 600-9, AR 600-10, AR 600-100, AR 600-8-2, and DA PAM 611-21.

1. Must be a member of the Army National Guard (ARNG).
  2. Selected member must complete an inter-state transfer to the HIARNG (if applicable).
  3. Must be 18 years of age, and less than 55 years of age for initial entry.
  4. 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.
  5. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results. Requirements of AR 40-501, AR 40-502 must be met prior to accession.
  6. Must be able to complete 3 years of Active Federal Service (AFS) in 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). If applicant has reached 18 years AFS or more, they must sign a sanctuary (18-year lock in) waiver upon accession (if applicable).
  7. Applicants must not currently be under suspension of favorable personnel actions IAW AR 600-8-2.
  8. 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.
  9. 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.
  10. Applicants must not be a candidate for public office or holding a civil office.
  11. Must meet the Army body fat standards IAW AR 600-9.
  12. Selected individual must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-502, Chapter 4, conducted within 12 months prior to initial entry in the AGR program.
  13. 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.
  14. 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.
  15. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
  16. 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.
  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. 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 HIARNG and upon availability of funds from the National Guard Bureau (NGB).
  20. Falsification of any eligibility requirements will result in immediate release from the AGR program.
- 

**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 92Y

---

#### INSTRUCTIONS FOR APPLYING:

All applications must be submitted in FTSMCS. Individual applicant is responsible for the completion and turn-in of their application, all contents, and attachments. Completed application packet must be submitted no later than 2359 hours, Eastern Time, on the closing date indicated.

The documents listed 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. Additional documents not required in accordance with the posted job announcement will not be sent forward to the Selecting Official.

1. NGB Form 34-1
2. Individual Medical Readiness Record (MEDPROS).
3. DA Form 3349, all current profiles for medical and physical limitations (if applicable).
4. Last (5) Non-Commissioned Officer Evaluation Reports (NCOERs) - Current and previous (4), if applicable.
5. Soldier Record Brief (SRB), selection board redacted version. Validated or certified within six months of this JVA's closing date. Ensure that DA Photo, race, ethnicity, and gender identification data is removed prior to submission. Include your civilian email address on the upper right-hand corner.
6. All DD 214s, DD 215s, and DD 220s 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. Memo must be verified by the Soldier's 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 5500/5501 – reflecting most current HT/WT data (must meet standards IAW AR 600-9), taken within six (6) months 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. 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). The following are (6) 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.

For help with the FTSMCS application, please refer to Hawaii National Guard HRO site: <https://dod.hawaii.gov/hro/job-vacancies/>. Click on FTSMCS Instructions Tab.

---

#### BRIEF JOB DESCRIPTION:

1. Supervisory controls: This duty is in a company/detachment size unit of the Hawaii Army National Guard. Works under the general supervision of the Readiness NCO; receives technical guidance from supervisory personnel at higher headquarters.
2. Duties and Responsibilities: Supply Sergeant. 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), 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), Army Enterprise Systems Integration Program (AESIP), and Logistic Data Analysis Center (LDAC) applications and applicable sub-applications such as Test, Measurement, and Diagnostic Equipment (TMDE), Total Ammunition Management Information System (TAMIS), 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), 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 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; as required will conduct causative research to confirm requisition/shipment status of critical supplies and equipment; verify and compare current and projected MTOE authorizations to prepare a comprehensive plan of acquisitions and dispositions of equipment; ensure all authorized equipment is on-hand or on valid requisition; identify and prepare documentation to turn-in or lateral transfer of excess equipment to internal/external State units IAW Proposed Sourcing Document (PSD) disposition guidance. 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 or all unit equipment. 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), and uniform clothing through Central Clothing Distribution Facility (CCDF) 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 equipment with calibration service cycles 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 State's 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 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. 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). Able to obtain certifications for drawing Class V (ammunition) and draw ammunition from various Ammunition Supply Points (ASPs) as required to support unit training. Must complete required HAZMAT and Ammo Handler training within 1 year of assignment. Able to be assigned and perform duties as an Environmental Officer and complete required training within 90 days of assignment. This assignment requires periods of temporary duty assignment or TDY travel. Performs all other duties as required or assigned.

---

**SELECTING SUPERVISOR:**

---

**CONTACT INFO:**

SFC Bradford F. Rivera

(Com) 808-672-1755

(Email) bradford.f.rivera.mil@army.mil

---

**EQUAL OPPORTUNITY:**

The Hawaii National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.