

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

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ANNOUNCEMENT NUMBER: FY2023-06

DATE: 04 Nov 22

CLOSING DATE: 03 Dec 22

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

Unit Readiness NCO, PARA 103 LINE 06, E7, 19D

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APPOINTMENT FACTORS:

OFFICER( )

WARRANT OFFICER( )

ENLISTED(X)

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UNIT AND LOCATION OF POSITION:

Headquarters, Headquarters Troop, 1st Squadron, 299th Cavalry Regiment, 1304 Kekuaaoa Street, Hilo, Hawaii

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WHO MAY APPLY:

Present members of the Army National Guard in the grades of: E6 to E7. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

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AREA OF CONSIDERATION:

Tier 1: E6 19D MOS Qualified; Current onboard Hawaii Army National Guard AGR. || Tier 2: E6-E7 19D MOS Qualified; Current member of the Hawaii Army National Guard. || Tier 3: E6-E7 19D MOS Qualified; Current member of the Army National Guard. NATIONWIDE. || Non-commissioned officers must be Professional Military Education (PME) qualified for their grade and possess a valid Secret security clearance. No waivers authorized. Current onboard HIARNG AGR Soldiers that do not qualify for Tier 1 may not apply.

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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 as per AR 600-8-2 even if no flag has been initiated.
  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.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 19D

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#### 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.

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#### BRIEF JOB DESCRIPTION:

1. Supervisory controls: This position is in company/detachment size units of the Army National Guard. Works under the general supervision of the unit commander; receives technical guidance from supervisory personnel at higher headquarters; accomplishes daily requirements independently in accordance with established policies and procedures. Performance is evaluated on accomplishment of established objectives.
2. Purpose: Provide supervisory manpower to enhance the readiness status of units. Readiness encompasses training, mobilization, planning, supply, maintenance, pay, and personnel functions relating to the welfare of the Soldiers and mission capability. The Readiness NCO will be involved in the day-to-day conduct and supervision of these functions and act as the commander's representative and spokesperson in the daily operation of the unit to ensure the highest readiness status of the unit.
3. Duties and Responsibilities: Performs and assists with day-to-day training and administrative unit missions. Manages and tracks submission of requirements and reports submitted by unit supply sergeant, administrative NCO and training NCO. Advises commander on training, logistics, personnel and unit readiness requirements. Drafts unit training plans and schedules for approval. Supervises the overall operations of the full-time unit support staff. Background of DTS, DTMS, Unit Pay, and Microsoft Office preferred. Responsible for supervising the successful accomplishment of the commander's mobilization readiness objectives; anticipates and recommends solutions for needs of the unit in all aspects of mobilization readiness. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develop, update, and maintain comprehensive mobilization plans including preparation of unit COMPASS and AVEL requests, preparation of the annual post mobilization training activities list and ensuring that the unit is POM/POR qualified; reviews and implements mobilization directives and regulations; obtains all required data for the unit status report and assists the commander in preparing readiness for the unit status report and assists the commander in preparing readiness reports as prescribed by AR 220-1; monitors the equipment-on-hand (EOH) and the equipment readiness (ER) status of the unit and keeps the commander informed on these issues; supervises the duties performed by the units' fulltime logistics personnel, to include the unit supply NCO, in maintaining property accountability ensuring all required equipment is on hand or on valid requisition, on required inventories, audits and reconciliation, and the maintenance of combat parts load (CPL), if retained at unit level; coordinates maintenance support required from supporting OMS or other installation maintenance support activities, and the integration of maintenance training with the supporting OMS shop chief; recommends to the commander courses of action to correct deficiencies in achieving maintenance standards and ensures the accountability and adequacy of CPL's, if maintained at OMS level; must be proficient in unit level logistics procedures and policies. Supervises the drafting of training schedules for approval which comply with command guidance and directives and the publications of higher headquarters; supervises the maintenance of the unit training library, unit training extension course (TEC) tapes, and TEC center, and related training equipment and aids; establishes a direct line of communication with training and mobilization actin personnel at higher headquarters; supervises the development and monitoring of a comprehensive MOS qualification training program; advises and assists the unit NCO's in the implementation and conduct of supervised on-the-job training (SOJT) programs; advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers; supervises the maintenance of records for the above personnel, and ensures that qualification information is provided to the personnel section for personnel records updating. Attends all unit training assemblies, additional training assemblies, and annual training periods; provides assistance and guidance in the preparation for and execution of unit training and other mobilization readiness relation activities; ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit; responsible for supervising the implementation and accomplishment of the individual training and evaluation program (ITEP, to include SDT) as prescribed in the AR 350-37, and of the battalion training management system (BTMS) at company/detachment level; responsible for supervising the control of materials, publications, and soldier's manuals; responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel; supervises the overall operation of the fulltime unit support staff; responsible for ensuring that the commander's concept of operations for the fulltime personnel is executed and for advising the commander and

supervisory personnel on the status and efficiency of the fulltime personnel; works directly with the commander in monitoring the recruiting and retention activities of the unit; is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs; responsible for the overall supervision of all pay, personnel and administrative activities of fulltime personnel in caring for the welfare of unit Soldiers; establishes procedures to be followed in the resolution of all personnel related matters and supervises those procedures until eventual solution; establishes a direct line of communication with pay, administrative, and supply action personnel in higher headquarters; establishes and maintains personnel proficiency in all supply, training, financial, and personnel procedures. Performs other duties as required or assigned.

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**SELECTING SUPERVISOR:**

CPT Keoki A Leong

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**CONTACT INFO:**

SFC Bradford F. Rivera

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**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.