

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: FY2023-12

DATE: 15 Dec 22

CLOSING DATE: 14 Jan 23

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Human Resources Technician, PARA 112 LINE 02, W2, 420A

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

UNIT AND LOCATION OF POSITION:

Headquarters, Headquarters Company, 29th Infantry Brigade Combat Team (IBCT), 911227 Enterprise Avenue, Kapolei, HI

WHO MAY APPLY:

Present members of the Army National Guard in the grades of: E5 to W2. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

AREA OF CONSIDERATION:

Tier 1: W1–W2 420A0 MOS qualified; Non-Commissioned Officers, in the grades of E5-E9, who are able to meet warrant commissioning criteria, qualify for MOS 420A, and possess an approved Certificate of Eligibility (graduate of the United States Army Warrant Officer Candidate School). Current member of the Hawaii Army National Guard. || Tier 2: W1-W2 420A0 MOS qualified; Non-Commissioned Officers, in the grades of E5-E9, who are able to meet warrant commissioning criteria, qualify for MOS 420A, and possess an approved Certificate of Eligibility (graduate of the United States Army Warrant Officer Candidate School). Current member of the Army National Guard. NATIONWIDE. || All Warrant Officer applicants must be 420A MOSQ. All applicants in the grade of Warrant Officer one or Chief Warrant Officer two must have completed a Warrant Officer Basic Course or received military occupational specialty (MOS) proponent equivalent credit. All applicants must possess a valid Secret level security clearance. AGR Soldiers (excluding those within their first 18 months of an initial tour or authorized stabilization period) may apply. No waivers authorized.

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.

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**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 420A

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**INSTRUCTIONS FOR APPLYING:**

Individual applicant is responsible for the completion and turn-in of their application, all contents, and attachments. Documents must be scanned in the order as listed below 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](mailto:ng.hi.hiarng.mbx.nghi-hro-agr1@army.mil). Submit application packet via your *official military email only*. No other means of submission will be accepted. Completed application packet must arrive in our mailbox no later than 2359 hours, Eastern Time, on the closing date indicated or your packet will not be accepted. Subject line of the email must include the announcement number and the applicant's name.

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) Officer Evaluation Reports (OERs) or 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.
14. Certificate of Eligibility / United States Army Warrant Officer Candidate School Graduation Certificate.
15. Letter(s) of Recommendation specific to the JVA (optional).

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**BRIEF JOB DESCRIPTION:**

Serves as the 29th Infantry Brigade Combat Human Resource Technician who manages Area of Consideration (AOC)/Branch Transfers, Officer Separations and Discharges, Company Grade Officers and Warrant Officers assignments/transfers/reassignments and accessions, Personnel Organizational Inspection Program, and Army Records Information Management System. Serves as the Brigade Protocol Officer, Domain Administrator for all HR Systems, and point of contact for Special Programs. Ensures data quality within the Brigade's automation systems, IPPS-A, iPERMS, HIMILPO, eMILPO, and DPRO, and serves as the Brigade Sexual Assault Response Coordinator (SARC).

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**SELECTING SUPERVISOR:**

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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.