

ARMY and/or AIR 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: FY2023-24

DATE: 06 Apr 23

CLOSING DATE: 06 May 23

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Human Resources Sergeant, PARA 103 LINE 04, E5, 42A

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED(X)
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UNIT AND LOCATION OF POSITION:
Headquarters, Headquarters Company, 227th Brigade Engineer Battalion, 91 1227 Enterprise Avenue, Kapolei, HI

WHO MAY APPLY:

Present members of the Army National Guard in the grades of: E4 to E5. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

AREA OF CONSIDERATION:

Tier 1: E4-E5 42A MOS Qualified and Non-MOS Qualified applicants; Current member of the Hawaii Army National Guard. Non-MOSQ applicants must meet ASVAB line scores for 42A MOS and complete MOS-T within 12 months of AGR start date or be released from the AGR program. || Tier 2: E4-E5 42A 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, on-board AGR Soldiers (excluding those within their first 18 months of an initial tour) may not 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. Applicant(s) selected for AGR without a record ACFT for FY23 must have a passing Record ACFT for entry into the AGR program.
 12. Must meet the Army body fat standards IAW AR 600-9.
 13. 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.
 14. 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.
 15. 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.
 16. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
 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: 42A

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 Record (IMR) printout from MEDPROS. Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid.
3. DA Form 3349, all current profiles for medical and physical limitations (if applicable). If not applicable, upload a document to state Not Applicable for DA 3349 to satisfy FTSMCS requirement.
4. For E4 applicants only, last (2) Specialist/Corporal Promotion Evaluation - Current and one previous, if applicable. If not applicable, upload a document to state Not Applicable for Specialist/Corporal Promotion Evaluation to satisfy FTSMCS requirement.
5. Last (5) Non-Commissioned Officer Evaluation Reports (NCOERs) - Current and previous (4), if applicable. If not applicable, upload a document to state Not Applicable for NCOER to satisfy FTSMCS requirement.
6. 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.
7. All DD 214s, DD 215s, and DD 220s to verify all previous active service.
8. NGB Form 23B Army National Guard Retirement Points History Statement.
9. Proof of highest level of Civilian Education acquired.
10. 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.
11. DA Form 705 (Record APFT/ACFT) - reflecting most current passing record APFT or ACFT. Also include three (3) other previous record APFTs/ACFTs for a total of 4 scores submitted. RCASweb or ATMS printout will not be accepted.
12. 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.
13. Memo explaining any gaps or missing required documents (APFT, NCOER, etc.). If not applicable, upload a document to state Not Applicable for Memorandum to satisfy FTSMCS requirement.
14. Letter(s) of Recommendation specific to the JVA (optional). If not applicable, upload a document to state Not Applicable for Letters of Recommendation to satisfy FTSMCS requirement.

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. 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 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 lace 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.

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.