

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:

DATE: 27 Oct 23

CLOSING DATE: 10 Nov 23

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

Health Services Specialist, PARA 209A LINE 01, W4, 420A

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APPOINTMENT FACTORS:

OFFICER( )

WARRANT OFFICER(X)

ENLISTED(X)

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UNIT AND LOCATION OF POSITION:

Joint Force Headquarters, Hawaii Army National Guard, 91-1227 Enterprise Avenue, Kapolei, HI

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WHO MAY APPLY:

Present members of the Army National Guard in the grades of: W1 to W4 and E-5 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: W1–W4 420A0 MOS qualified, onboard AGR. Current member of the Hawaii Army National Guard. || Tier 2: W1–W4 420A0 MOS qualified; Non-Commissioned Officers, in the grades of E5-E7, who possess an approved Certificate of Eligibility (graduate of the United States Army Warrant Officer Candidate School); Non-Commissioned Officers, in the grades of E5-E7, who have already submitted a pre-determination packet for 420A. Current member of the Hawaii Army National Guard. || All Warrant Officer applicants must be 420A MOS qualified. 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 in the grade of Warrant Officer three or above must have completed a Warrant Officer Advanced Course or received military occupational specialty (MOS) proponent equivalent credit. All applicants must possess a valid Secret level security clearance. Hawaii Army National Guard AGR Soldiers (excluding those within their first 18 months of an initial tour or authorized stabilization period) may 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 Hawaii Army National Guard.
  2. Must be 18 years of age, and less than 55 years of age for initial entry.
  3. 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.
  4. 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.
  5. 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).
  6. Applicants must not currently be under suspension of favorable personnel actions IAW AR 600-8-2.
  7. Applicants who were involuntarily released from the AGR program are not eligible to re-enter the AGR program.
  8. 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.
  9. Applicants must not be a candidate for public office or holding a civil office.
  10. Must meet the Army body fat standards IAW AR 600-9.
  11. Applicant(s) selected for AGR must have a passing Record ACFT within 6 months of accession for entry into the AGR program.
  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. 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 waiver authority approval IAW AR 135-18.
  17. 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.
  18. 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).
  19. 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 Hawaii Human Resources Office (HRO) mailbox: [ng.hi.hiang.mbx.nghi-hro-agr1@army.mil](mailto:ng.hi.hiang.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 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. 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/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.
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.). If not applicable, upload a document to state Not Applicable for Memorandum to satisfy FTSMCS requirement.
13. Certificate of Eligibility / United States Army Warrant Officer Candidate School Graduation Certificate. If not applicable, upload a document to state Not Applicable for Certificate of Eligibility or United States Army Warrant Officer Candidate School Graduation Certificate 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.

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#### BRIEF JOB DESCRIPTION:

This position is located in the Military Personnel Office (MILPO) of the Hawaii Army National Guard (HIARNG). The purpose of the position is to provide oversight, planning, interpretation, and application of policy. Provide final review and validation of subordinate products for presentation to senior leadership and produce and issue guidance to lower echelon units and commands. Work is to be performed in one or more of the following Health Systems work areas: Tricare, Military Medical Support Office (MMSO), Line of Duty/Incapacitation (LOD/INCAP), Medical Operational Data System (MODS), Health Insurance Portability and Accountability Act (HIPAA) Certification, Warrior Transition Unit/Active-Duty Medical Extension/Medical Retention Processing (WTU/ADME/MRP2), and medical boards.

#### b. Duties and Responsibilities

- (1) Responsible for oversight administration and implementation of policies pertaining to state medical affairs, and exercise of programs in one or more of the following areas: Line of Duty (LOD) Investigation Program, Incapacitation Pay Program, Active Duty Medical Extension (ADME) Program, MOS Medical Review Board (MMRB) Program, Medical Disqualification Program, Follow up Health Care Program, Medical Claims Processing Program, Medical Travel and Orders Program, Medical Evaluation Board (MEB), Physical Evaluation Board (PEB), Soldier Readiness Processing (SRP), demobilization coordination with Post Deployment Health Re-Assessment (PDHRA). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Ensures that regulatory requirements related to the specific action or interviews personnel to obtain needed data.
- (2) Coordinates with the Human Resources Command (HRC), National Guard Bureau (NGB), the Military Medical Support Office (MMSO), Tri-Care, Regional Medical Command, the Military Treatment Facilities (MTF), the Medical Evaluation Board (MEB), Physical Evaluation Board Liaison Offices (PEBLO), Regional Army Commands, State and regional counterparts, and members at all unit levels.
- (3) Serves as the advisor to the Supervisory Human Resources Specialist on issues of health care, sources of healthcare, and medical aspects of Soldier readiness. Collects, analyzes, and provides statistical reports to the Supervisory Human Resources Specialist within the state regarding the health services programs. As required, organizes, coordinates, and provides briefings and training for workshops, seminars, and conferences. Attends events on behalf of the Supervisory Human Resources Specialist as needed.
- (4) Manages the funds associated with the appropriate programs and provides accounting for expenditures as required. Provides updates of fund execution, projections, and unfunded requests. Synchronizes with overall fund manager and provides feedback to program manager. Provides advice and guidance to other personnel on actions in areas of expertise, as well as advice, instructions, and interpretations, as needed, to lower echelons.
- (5) Responds to inquiries and various correspondence within respective areas and ensure maintenance of an action file for all responses. Oversees, observes, and advises the release of sensitive information in accordance with HIPAA and Privacy Act standards concerning individual military members and mission requirements.
- (6) Coordinates, assembles, monitors, and ensures the proper conduct of medical boards, and participates as required. Provides tracking, over-sight, assistance and follow-up to issues identified through all medical aspects of Soldier readiness (SRP, PDHRA, and Periodic Health Assessment (PHA). Assists with or conducts onsite training as requested or required by supported units and activities.

(7) Reviews, evaluates, and interprets regulatory guidance, policies, and procedures to applicable programs. Provides guidance to all users through the development of policies, procedures, standard operating procedures (SOPs) and electronic tracking systems; as well as dissemination of information related to the appropriate program. Publishes guidance to enhance and simplify completion and submission of related actions.

(8) Provides supervision of subordinate staff through the planning, assignment, and review of work; granting of leave; providing recommendation of training requirements, performance standards, and ratings; and effecting minor disciplinary actions such as warnings and reprimands. Responsible for the overall training and professional development of subordinates.

(9) Performs other duties as assigned.

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**SELECTING SUPERVISOR:**

COL Barbara P. Tucker

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**CONTACT INFO:**

SFC Bradford F. Rivera

(Com) 808-672-1755

(Email) [bradford.f.rivera.mil@army.mil](mailto:bradford.f.rivera.mil@army.mil)

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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.