

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: FY2024-HING-01

DATE: 26 Mar 24

CLOSING DATE: 09 Apr 24

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

United States Property & Fiscal Officer, PARA XXX LINE XX, O6, 01A/Immaterial

APPOINTMENT FACTORS:

OFFICER(X)

WARRANT OFFICER()

ENLISTED()

LOCATION OF POSITION:

United States Property & Fiscal Office, 91-1227 Enterprise Avenue, Kapolei, Hawaii

APPOINTMENT RECOMMENDING OFFICIAL:

Major General Kenneth S. Hara, The Adjutant General

WHO MAY APPLY:

Present members of the Army and/or Air National Guard in the grades of: O5 to O6. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

AREA OF CONSIDERATION:

O5-O6 current member of the Hawaii Army or Air National Guard. || O5 applicants must meet TIG/TIS as LTC/Lt Col or eligible for promotion to O6. Selected applicant must have or have the ability to attain a TS clearance.

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: [ng.hi.hiamg.mbx.nghi-hro-agr1@army.mil](mailto:ng.hi.hiamg.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.**

**Please be mindful of service specific documents between Army and Air Force. If the documents do not pertain to your service, upload a document to state 'Not Applicable' in order to satisfy FTSMCS system requirements to submit your application.**

1. (Army & Air Force): NGB Form 34-1.
2. (Army & Air Force): Biographical Summary (IAW NGR 600-100, Appendix H).
3. (Army & Air Force): Last (5) Officer Evaluation Reports (OERs) / Officer Performance Report (OPR) - Current and previous (4), if applicable.
4. (Army & Air Force): Highest Military Education - DA Form 1059 and Diploma/AF Equivalent.
5. (Army & Air Force): Highest Civilian Education - Diploma.
6. (Army & Air Force): All DD 214s, DD 215s, and DD 220s to verify all previous active service.
7. (Army & Air Force): Officer's Resume (no specific format).
8. (Army & Air Force): Security Clearance Verification Memo, current, within 6 months. Memo must be verified by the Service Member's appointed Security Manager.
9. (Army & Air Force): Memo explaining any gaps or missing required documents (DD214, DD215, DD220, APFT, OER, etc.).
10. (Army & Air Force): Letter(s) of Recommendation specific to the JVA (optional).
11. (Air Force): Individual Medical Record (IMR) printout from ASIMS. Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid.
12. (Air Force): Most current Virtual MPF RIP (Report on Individual Personnel) printout; ensure to select Review/Print all pages of your vMPF RIP.
13. (Air Force): Point Credit Accounting and Reporting Systems (PCARS) report.
14. (Air Force): Most current fitness assessment printout from AFFMS/MyFitness platform. Also include three (3) previous assessments for a total of 4 scores submitted.
15. (Air Force): JVA Application Prescreening Form required – If you DO NOT hold the advertised Duty AFSC as your Primary AFSC or Current AFSC. <https://dod.hawaii.gov/hro/files/2022/05/JVA-ApplicationPrescreening-Form-20211110v.pdf>
16. (Army): Individual Medical Record (IMR) printout from MEDPROS. Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid.
17. (Army): NGB Form 23B Army National Guard Retirement Points History Statement.
18. (Army): 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.
19. (Army): 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.

MINIMUM REQUIREMENTS:

1. Applicants must be O-6 or promotable to O-6. | Army LTC/O-5 minimum (4) years TIG with ILE complete and must be within UVP window. | Air Force Lt Col/O-5 minimum (3) years TIG with minimum TIS & PME.
2. Applicants must meet requirements of Section 708 of Title 32 United States Code (U.S.C.) and Section 710, which describes Army and Air Force regulations and policies regarding the accountability of property issued to the National Guard.

**BRIEF JOB DESCRIPTION:**

LENGTH OF TOUR: 6 YEARS (WITH POSSIBLE CONTINUATION) – Selected applicant will serve in an Title 10 (T10) AGR status contingent upon program eligibility.

Plans, organizes, and oversees the activities of the USPFO in their state. Develops goals and objectives that integrate manpower and personnel support objectives into the state, short and long-term operational plans. Establishes, revises or reviews policies, procedures, mission objectives, and organizational design for the USPFO and staff, to ensure work problems or barriers for mission accomplishment is eliminated. Ensures the proper obligation and expenditure of all Federal funds and the safeguarding of all Federal property in the possession of the state National Guard (32 USC 708). Ensures requirements are authenticated, certifies as to authority and authorizes the expenditure of funds for property, supplies, equipment, services, and payrolls within statutory and USPFO appointment limitations. Responsible for ensuring the accuracy of payrolls for all personnel who are compensated from Federal funds. Ensures that all invoices for supplies and services procured with Federal funds are valid, accurate and within the limitations of law and appointment restrictions. Provides financial and logistical resources for the maintenance of Federal property in the possession of the National Guard of the State (32 USC 10503). Furnishes advice and assistance to units/organizations/activities within the state to ensure that Federal funds and property are used in conformance with applicable laws/regulations, within statutory limits. Performs returns and creates reports on Federal funds and property as directed by the Secretaries of the Army and Air Force and the Chief, National Guard Bureau (Title 32 U.S.C. 708). Exercises supervisory human resources responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Manages the operation of a fiscal station. Responsible for continued and effective management of directorate functions to ensure sound program management, which is constantly open to close scrutiny and critical analysis; for effective administration of the directorate; and to ensure the elimination of fraud, waste, abuse, and mismanagement. Utilizes fiscal law expertise to fully understand the proper implementation of laws, regulations, and policies as they apply to every facet of directorate operations.

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**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must qualify for and be placed in the following compatible MOS/AOC/AFSC: 01A/Immaterial**

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**JVA CONTACT INFORMATION:**

CPT Kuhinapuitetamalai O. Naki  
(Com) 808-672-1243  
(Email) kuhinapuitetamalai.o.naki.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.