

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: FY2024-24

DATE: 20 Jun 24

CLOSING DATE: 04 Jul 24

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Human Resources Office - AGR Manager, PARA xxx LINE xx, O4, 01A

APPOINTMENT FACTORS:	OFFICER(X)	WARRANT OFFICER()	ENLISTED()
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UNIT AND LOCATION OF POSITION:
Joint Element, Joint Force Headquarters, 3949 Diamond Head Road, Honolulu, HI

WHO MAY APPLY:

Present members of the Army National Guard in the grades of: O3 to O4. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

AREA OF CONSIDERATION:

• Tier 1: O3-O4 01A qualified; onboard AGR. Current member of the Hawaii Army National Guard. • Tier 2: O3-O4 01A qualified; current member of the Hawaii Army National Guard. || • Tier 3: O3-O4 01A qualified; current member of the Army National Guard. NATIONWIDE. || Captain, with less than 5 years time in grade must have completed Basic Officer Leaders Course. Captain, with at least 5 years time in grade, must have completed a Captains Career Course. Major, with at least 5 years time in grade, must have completed Intermediate Level Education (ILE) – Common Core or its equivalent. All applicants must possess a valid Secret level security clearance. AGR Soldiers within their first 18 months of 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 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 the AGR program must have a passing Record ACFT within 6 months of accession 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 waiver authority approval IAW AR 135-18.
 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.
 21. Applicants must be eligible to obtain a government travel card and must not have been suspended by Citi Bank.
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POSITION COMPATIBILITY REQUIREMENTS:

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

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. Last (5) Officer Evaluation Reports (OERs) - 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. Additionally, include three (3) previous record APFTs/ACFTs for a total of four (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. Additionally, include three (3) previous DA 5500/5501 for a total of four (4) forms submitted. If "current" HT/WT are within standards, complete DA5500/5501 with Name/Rank/HT/WT/Age, certified by two-unit representatives. If "previous" HT/WT were within standards submit a memorandum with this explanation to include record HT/WT dates. RCASweb or ATMS printout will not be accepted.
12. Memo explaining any gaps or missing required documents (DD214, DD215, DD220, APFT, NCOER/OER, etc.). If not applicable, upload a document to state Not Applicable for Memorandum to satisfy FTSMCS requirement.
13. 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:

a. INTRODUCTION

Position location: Joint Force Headquarters State, Human Resources Office (HRO) - Army National Guard (ARNG) and Air National Guard (ANG) Position
Purpose: This position is responsibility for the overall management of the state AGR program by providing in-depth human resources management services to ARNG/ANG managers, supervisors, and support personnel directly and through subordinate employees. Serves as management authority on all branch regulatory requirements pertaining to AGR human resources administration and services.

b. MAJOR DUTIES:

This position is located in the Military Duty Active Guard Reserves (AGR) Management Branch of the Human Resources Office. This position has responsibility for the overall management of the state AGR program by providing in-depth human resources management services to ARNG/ANG managers, supervisors, and support personnel directly and through subordinate employees. Serves as management authority on all branch regulatory requirements pertaining to AGR human resources administration and services.

1. Responsible for the development, implementation, and supervision of the AGR recruitment and placement program and policies for the state. Develops and administers a career management program in conjunction with Military Personnel Office (MILPO)/Military Personnel Flight (MPF) to ensure normal progression of career patterns and professional development. Develops, directs, and monitors administrative procedures and policies on disciplinary actions. Oversees counseling and referral services to AGR personnel and dependents in regard to Veterans Administration, Dependency and Indemnity Compensation and Civilian Health and Medical Program of the Uniformed Services. Responsible for administration of the performance and evaluation programs.
2. Serves as principal advisor to the Human Resources Officer, Chief of Staff, Adjutant General, commanders, supervisors and managers on all matters relating to AGR personnel. Drafts and provides input to state personnel plans and procedures that apply to AGR personnel based on interpretation of regulations and directives from Departments of Army, Air Force, and National Guard Bureau (NGB). Formulates fiscal year and mid-year reviews while in the process of executing annual budgets in AGR specific areas of travel/per diem requirements, permanent change of station requirements, and medical requirements.
3. Coordinates program policy with NGB. Researches and responds to Congressional inquiries, Freedom of Information and Privacy Act requests. Monitors the physical fitness program. Administers the medical and dental health care program to include cardiovascular screening, panoramic dental x-rays, required medical/dental processing, and monitoring of all follow-up care.
4. Responsible for the administration of voluntary and involuntary separation actions and the timely, and accurate retirement actions. Develops and manages sponsorship and orientation programs. Monitors utilization of AGR members, monitors unit organizations and reorganizations and directs changes to staffing guide/manning documents as required. Manages the monitoring and reporting of the Active Duty Special Work (ADSW) Program. Prepares and conducts supervisor training and AGR updates, provides input to Human Resources Office bulletin or publishes an AGR Newsletter. Administers the Military Evaluation Program for the AGR program.
5. Responsible for the Drug and Alcohol Abuse Program as it pertains to AGR soldiers. Responsible for the conduct of AGR continuation boards and associated actions. Monitors the Title 10 Long Tour Program for the state. Maintains the Internal Control Review program for the AGR program. Responsible for the awards and suggestion program. Monitors the military reporting and evaluation program. Conducts research and formulates AGR policies and regulations. Responsible for all personnel and pay actions as pertains to the AGR program. Responsible for the authentication of financial transactions and Department of Defense Forms 214 for

AGR personnel. Responsible for the issue of active duty and dependent identification cards for AGR personnel and their dependents. Schedules and approves leave of subordinates. Sets performance standards and makes performance appraisals. Counsel employees on problems, adjusts informal complaints within the section, takes corrective action on conduct or performance problems within the section and initiates disciplinary actions where needed. Interviews and recommends selection of applicants to fill positions within the section. Recommends the participation of section employees in training courses needed for job proficiency. Periodically reviews position descriptions of section employees for currency and accuracy and recommends changes as may be necessary.

Performs other duties as assigned.

SELECTING SUPERVISOR:

COL Pamela L. Ellison, HRO

CONTACT INFO:

SFC Bradford 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.