

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: FY2024-26

DATE: 29 Jun 24

CLOSING DATE: 28 Jul 24

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

Warrant Officer Strength Maintenance Recruiter / Warrant Officer Candidate School Course Manager (3YR OTOT), PARA XXX LINE XX, W3, 011A

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER(X)

ENLISTED()

UNIT AND LOCATION OF POSITION:

Hawaii Recruiting and Retention Battalion, 91-1227 Enterprise Avenue, Kapolei, HI 96707 / 298th Multi-Functional Training Regiment, Waimanalo, HI 96795

WHO MAY APPLY:

Present members of the Army National Guard in the grades of: W1 to W3. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

AREA OF CONSIDERATION:

• Tier 1: W1-W3 011A qualified; Current member of the Hawaii Army National Guard. || • Tier 2: W1-W3 011A qualified; Current member of the Army National Guard, NATIONWIDE. || All applicants must have a feeder MOS for 011A. Chief Warrant Officer One and Two applicants must have completed a Warrant Officer Basic Course or received MOS proponent equivalent credit. Chief Warrant Officer Three 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.

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. Former AGR Soldiers released from AGR service due to board action are not eligible to enter an OTOT.
 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 OTOT 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 or if selected for an OTOT.
 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.
 22. This is a 3-year, accompanied, Title 32, One Time Occasional Tour (OTOT). Selection for this position does not constitute accession into a permanent AGR position. On completion of the period of active duty, unless sooner released or extended by proper authority, you will return to the place where you entered active duty and be released from such duty.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 011A

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. 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.
13. 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.

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:

Warrant Officer Strength Maintenance Recruiter / Warrant Officer Candidate School Course Manager

Duties for Warrant Officer Strength Maintenance:

1. Process warrant officer accession packets/paperwork IAW SOP, regulation, and policy.
2. Communicate and coordinate with warrant officer applicants for meetings, information, documentation related to their recruitment.
3. Liaise with unit POCs for applicant information, briefing scheduling, and meetings.
4. Liaise with G1 for accession processing, federal recognition, and candidate appointments.
5. Assist in recruiting events.
6. Perform temporary duty (TDY) missions, as required.
7. Assist Warrant Officer Strength Manager in all assigned and additional duties, as required.

General

1. -Full understanding and permissions of ATTRS codes for reservations, status changes, class schedule and validation
2. -Tracking of candidates' status from beginning to end of course, working with the units, G3, G1
3. -Test Officer Certification
4. -Blackboard training
5. -Accreditation (WOCS and 298th) - facilitate, plan, prep, implement, organize, and execute

Class

1. -Oversight and coordination of training schedules
2. -Build/validate blackboard access for exams, essays, assessments, curriculum, and evaluations
3. -Coordination for resources/instructors/facilities/training areas
4. -Coordination of retest/retrain standard for assessments, Captstone, exams
5. -Transition of student products in blackboard from Ph 1 to Ph 2
6. -Knowledge base of the training environment, new POI changes and class modifications/implementations
7. -Access to ATTRS to for candidate validate and reservations
8. -Instructor coordination and scheduling
9. -Coordination with 298th RTI S1/S3/S4 requirements
10. -Input for yearly funding requirements to CCWO
11. -Classroom prep prior to every drill weekend, update bulletin boards, print materials, standardize folders
12. -Coordinate laptops with S6

13. -Coordinate AV/Audio
 14. -Appointed TCO for assessments every drill weekend
 15. -Material prep every drill weekend
 16. -Work with unit for student pay
 17. -WOCS TAC/Instructor Support
 18. -Provide administrative support to complete requirements for recruited individuals with budget, training, DTS, etc. instructors/TACS)
 19. -Access to ATTRS to for candidate validate and support staff reservations
 20. -Coordination for funding for training, RTI, G3, CCWO
 21. -Memorandum of commitments after training completed
 22. -TAC Packets
 23. -Submit pay and COPs for cadre
 24. -Support, manage and track requirements as needed for new training or changes for cadre
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SELECTING SUPERVISOR:

CW5 Kevin H. Aihara

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.