

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: FY2024-31

DATE: 19 Aug 24

CLOSING DATE: 02 Sep 24

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Training NCO, PARA 109 LINE 02, E6, 92A

APPOINTMENT FACTORS: OFFICER() WARRANT OFFICER() ENLISTED(X)

UNIT AND LOCATION OF POSITION:
Headquarters, Headquarters Company, 29th Brigade Support Battalion, 91-1227 Enterprise Avenue, Kapolei, HI

WHO MAY APPLY:

Present members of the Army National Guard in the grades of: E5 to E6. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

AREA OF CONSIDERATION:

• Tier 1: E5-E6 92A MOS Qualified; Current member of the Hawaii Army National Guard. || • Tier 2: E5 92A non-MOSQ; Current member of the Hawaii Army National Guard. Non-MOSQ applicants must meet ASVAB line scores for 92A MOS and must complete MOS-T within 12 months of AGR start date or be released from the AGR program. || • Tier 3: E5-E6 92A MOS Qualified Current member of the National Guard. NATIONWIDE. || Non-commissioned officers must be professional military education qualified for their grade. All applicants must possess a valid Secret security clearance. Current, on-board AGR Soldiers 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.

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 92A

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 five (5) Non-Commissioned Officer Evaluation Reports (NCOERs) - Current and previous four (4), if applicable. If not applicable, upload a document to state Not Applicable for NCOER to satisfy FTSMCS requirement.
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.
14. For Non-MOS Qualified applicants in grades SSG/E6 and above, must submit a memorandum for record, understanding that if selected, he/she will be administratively reduced to E5 before accession into the position to meet AR 135-18, Table 2-1, Rule E requirements. If not applicable, upload a document to state Not Applicable for Administrative Reduction to satisfy FTSMCS requirement.
15. For MOSQ applicants in grades higher than the posted JVA grade, must submit a memorandum for record, understanding that if selected, he/she will be administratively reduced to the posted JVA grade before accession into the position. If not applicable, upload a document to state Not Applicable for Administrative Reduction 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. The Active Guard/Reserve (AGR) full-time Unit Training NCO position located at Headquarters and Headquarters Company (HHC), 29th Brigade Support Battalion (BSB).
2. Supervisory control: Works under the direct supervision of the senior full-time support person of the unit, which assigned; accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon accomplishment of established objectives.
3. Purpose: To provide training management within HHC, 29th BSB including development, coordination, and implementation of individual and collective unit training plans, programs, policies, and directives to enhance the training readiness and mobilization capabilities within the unit.

Major Duties: Advises the commander on training, focusing on increasing and maintaining unit mobilization readiness requirements and ensuring that the unit develops, updates and maintains comprehensive training and mobilization plans. Accomplishes duties pertaining to training of unit members and the unit's training support requirements and resources; requests and has on hand required training materials, supplies, and training aids such as ammunition, pieces of equipment, films, models of equipment etc. from Training Aid Support Center (TASC); recommends individuals to serve as instructors for training activities based on their knowledge, skill level and qualifications; provides assistance and guidance to members of the unit on preparation of lesson plans, proper methods of instruction, training tasks, and obtaining reference material and teaching aids; responsible for drafting training schedules for approval and other memoranda; maintains and manages training records and builds a library of training publications; prepares and submits requests for training areas and ranges; completes applications for service schools, officer candidate schools, and correspondence courses; advises unit members of the availability of any school or training courses and encourages them to attend those courses that will benefit the unit and the individual. Prepares and submits all training related reports, briefs, and memorandums as required. May be required to attend special schools and/or conferences that support the units training programs or objectives. Must be able to learn and proficiently perform functions in the areas of Department of the Army Mobilization Processing System (DAMPS), Army Training Requirements and Resources System (ATRRS), Defense Travel System (DTS), Digital/Army Training Management System (DTMS/ATMS), Mission Analysis Readiness Resource Synchronization (MARRS), Range Facility Management Support System (RFMSS), Global Combat Support System – Army (GCSS – Army), ATRRS Funding Allocation Model (AFAM), interactive Personnel Electronic Records Management System (iPERMS), Reserve Component Automation System Web (RCAS Web), Government Travel Card (GTC) Agency/Organization Program Coordinator (AOPC) (Citi Manager), Integrated Personnel and Pay System - Army (IPPS-A) and Power BI. Responsible for assisting and inputting Soldiers for all training and schooling which include Officer Education System (OES), Non-commissioned Officer Education System (NCOES), Professional Development Functional Courses, and MOSQ courses. Manages and actions all unit Soldier's school and training applications, packets, requirements that are necessary for Soldier to attend and complete these courses. Assists the commander with execution of the unit's training plan and conducts ongoing coordination with all other full-time personnel in the organization to ensure that short- and long-range readiness requirements are understood and accomplished in a timely manner. Serves as the alternate full-time HAZMAT and ammo handler personnel. Must have excellent computer skills and be proficient in Microsoft Office applications. Ensures unit training plan is successful with resources IAW training schedules and provide recommendations to leadership. Primary unit designee for PHYSEC, and Organizational Inspection Program

inspections. Required to cross train with Readiness NCO and Supply NCO to provide continuity in support of priority actions during full-time manning absences as necessary to ensure unit readiness. In the absence of the Readiness NCO, executes administrative actions as required and delegated. Assist in the receipt of day-to-day supply transactions of the unit; assists in the receipt, storage, distribution, and accounting for the following supplies: ammunition, bulk fuel, clothing, office supplies, forms and publications, communications equipment, small arms, tool sets, and etc.; conducts inventories which require considerable knowledge of the equipment and its components; ensures that required supplies such as ammunition, range safety, training aids, rations and equipment are on hand to support the training mission of the unit; when designated, serves as ordering officer and complies with guidance published by the United States Property and Fiscal Office and other Army procurement regulations; Serves as unit Safety NCO; responsible for inputting and tracking accidents in Army Safety Management Information System (ASMIS), developing, implementing and monitoring an accident prevention program to reduce accidents in the unit; ensures that all accidents are investigated and reported IAW appropriate regulations. Serves in the Sustainment Automation Support Management Office (SASMO) and is responsible for ensuring tactical communications for sustainment systems and networks within the 29th IBCT. Performs other duties as required or assigned.

General experience:

Two years of progressively responsible general office experience, which has demonstrated the ability to perform administrative duties satisfactory to the grade level of the position.

Specialized experience:

One year of experience in the field in which the duties of the position are to be performed or in fields directly related to the position (e.g., personnel, supply, training, public relations, etc.).

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.