

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

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ANNOUNCEMENT NUMBER: FY2025-08

DATE: 21 Feb 25

CLOSING DATE: 07 Mar 25

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Human Resources Sergeant, PARA 106 LINE 03, E5, 42A

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APPOINTMENT FACTORS:	OFFICER( )	WARRANT OFFICER( )	ENLISTED(X)
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UNIT AND LOCATION OF POSITION:

Headquarters and Headquarters Troop, 1st Squadron, 299th Cavalry Regiment, 1304 Kekuaaoa Street, Hilo 96720-4531

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WHO MAY APPLY:

Present members of the Army National Guard in the grades of: E4 to E5. 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: E4-E5 42A MOS Qualified and Non-MOS Qualified; Current member of the Hawaii Army National Guard. Non-MOSQ applicants must meet ASVAB line scores for 42A MOS and must complete MOS-T within 12 months of AGR start date or be released from the AGR program. || • Tier 2: E4-E5 42A MOS Qualified; Current member of the Army National Guard. NATIONWIDE. || E6 and above applicants are applicable to apply and must understand that if selected, he/she must be administratively reduced, voluntarily, to the grade of E5 prior to accession in the AGR program. Non-commissioned officers must be professional military education qualified for their grade. E4 applicants must be currently qualified in an Army MOS. All applicants must possess a valid Secret security clearance. AGR Soldiers within their first 18 months of initial tour may not apply. No waivers authorized.

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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 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: 42A

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## 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. 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.
5. All DD 214s, DD 215s, and DD 220s to verify all previous active service.
6. NGB Form 23B Army National Guard Retirement Points History Statement.
7. Proof of highest level of Civilian Education acquired.
8. 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.
9. 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.
10. 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.
11. 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.
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. 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.
14. 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.

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## BRIEF JOB DESCRIPTION:

### 1. Introduction

- a. Serves as Human Resources Sergeant within Headquarters and Headquarters Troop, 1st Squadron, 299th Cavalry Regiment.
- b. The purpose of this position is to provide human resources assistance in the area of personnel management to increase the unit and battalion readiness in the administrative area.
- c. Incumbent will assist in both officer and enlisted personnel matters.

### 2. Supervisory Controls

- a. Work is performed under the supervision of the commander or their full-time representative.
- b. Incumbent is relied on to plan, organize the work, and to determine the work methods and techniques required achieving the goals and meeting the needs of the organization.
- c. Technical guidance is received from the Senior Human Resources Sergeant, Administrative Officer, or other related personnel at higher headquarters.
- d. Work is reviewed for compliance with instructions and policies, for adequacy and overall attainment of objectives.

### 3. Duties and Responsibilities

#### 3.1 General Responsibilities

- a. Accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon the accomplishment of established objectives.
- b. Applies general knowledge of provisions and limitations of Freedom of Information and Privacy Act.
- c. Provides customer service to all Soldiers with regards to any personnel issues and provides HR support to subordinate units.
- d. Be a professional Soldier at all times. AGRs are expected to be professional in appearance and attitude and to live by the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.
- e. Performs other duties as required or assigned.

#### 3.2 Personnel Management

- a. Prepares and processes requests for orders to accomplish personnel management functions.
- b. Interviews incoming personnel for data required in maintaining personnel records.
- c. Screens data entered on personnel records against established criteria and requirements.
- d. Evaluates personnel qualifications to determine eligibility for special assignments and/or recommends duty assignments that enhance career progression.
- e. Prepares or processes requests for transfer or reassignment, attendance of service schools, extensions, and special duty/assignments.
- f. Identifies personnel eligible for promotion, reviews recommendations, initiates action to convene local promotion boards, prepares promotion points worksheet,

schedules boards, notifies participants, reviews promotion board actions, and maintains a current eligibility list.

g. Processes reclassification actions based on promotion, reduction, medical disqualification, loss of MOS qualification, or reclassification board decisions.

h. Upon receipt of orders for assigned personnel, prepares necessary documents for transfer of records, briefs personnel on time, date, and location of port call, and provides guidance on other actions required at the next duty station (TDY/PCS).

i. Assists with personnel strength and accountability reporting and ensures timely submission of reports to higher headquarters.

### 3.3 Administrative Support & Documentation

a. Prepares manual and Integrated Personnel and Pay System - Army (IPPS-A) orders or requests for orders as required.

b. Prepares and inputs IPPS-A actions, reviews personnel transaction registers, and resolves errors.

c. Prepares and maintains reports and data on current strength, projected gains/losses, and personnel status.

d. Determines authorized strength levels from Modified Table of Organization and Equipment (MTOEs) to identify current and projected vacancies, reports surplus personnel, and recommends personnel actions to enhance unit readiness.

e. Processes and reviews Interactive Personnel Electronic Records Management System (iPERMS) batches in addition to updating IPPS-A records, as required.

f. Maintains files and documents in accordance with Army Records Information Management System (ARIMS) and manages the reference library.

g. Posts changes to Army regulations and other directives.

h. Assists with reviewing and processing award recommendations.

i. Assists with maintaining medical readiness across the battalion, including coordinating Periodic Health Assessments (PHA) appointments with units.

### 3.4 Correspondence & Office Management

a. Types memorandums, military and non-military letters, endorsements, messages, and other correspondence and forms in accordance with prescribed directives' types in both draft and final copy form.

b. Proficient with scanners, printers, and Microsoft Office programs.

c. Must have the aptitude and ability to become proficient in all current and future personnel systems to be effective.

### 3.5 Physical Fitness & Professional Development

a. Conducts physical training at least three times per week individually or in a group setting to maintain Army Combat Fitness Test (ACFT) and height/weight standards.

b. Failure to pass ACFT and height/weight standards will result in removal from the AGR program.

c. Must complete Professional Education Center (PEC)-directed course within one year of start date; failure to do so may result in removal from the AGR program.

d. May be required to perform in a leadership position, such as Squad Leader.

e. This position may require periods of TDY travel as directed by the chain of command.

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#### SELECTING SUPERVISOR:

MAJ Keoki A. Leong

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#### CONTACT INFO:

SFC Bradford F. Rivera

(Com) 808-672-1755

(Email) 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.