

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: FY2025-14 (OTOT)

DATE: 22 Aug 25

CLOSING DATE: 13 Sep 25

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

Warrant Officer Strength Manager, 3-Year One-Time Occasional Tour (OTOT), PARA 007B LINE 01, W4, 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

WHO MAY APPLY:

Present members of the Army National Guard in the grades of: W1 to W4. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

AREA OF CONSIDERATION:

W1-W4 011A qualified; Current member of the Hawaii Army National Guard. || All applicants must have a feeder MOS for 011A. Warrant Officer One or Chief Warrant Officer Two applicants must have completed a Warrant Officer Basic Course or received MOS proponent equivalent credit. Chief Warrant Officer Three or above 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 may not 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 Hawaii Army National Guard.
2. Must be 18 years of age, and less than 55 years of age for initial entry.
3. 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.
4. 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.
5. 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).
6. Applicants must not currently be under suspension of favorable personnel actions IAW AR 600-8-2.
7. Applicants who were involuntarily released from the AGR program are not eligible to re-enter the AGR program.
8. 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.
9. Applicants must not be a candidate for public office or holding a civil office.
10. Applicant(s) selected for OTOT must have a passing Record AFT within 6 months of accession for entry into the AGR program.
11. Must meet the Army body fat standards IAW AR 600-9.
12. 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.
13. 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.
14. 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.
15. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
16. 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.
17. 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.
18. 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).
19. Falsification of any eligibility requirements will result in immediate release from the AGR program.
20. Applicants must be eligible to obtain a government travel card and must not have been suspended by Citi Bank.
21. 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.
22. This Recruiting assignment is subject to Suitability Screening procedures. The following additional State and NGB requirements must be met prior to acceptance into the AGR program:
23. Must not have a Type I, Type II, or Type III Offense (See AR 600-78 and SMOM 24-012) • Favorable National Agency Check with Law and Credit (NACLC) or Tier 3 Investigation or higher • Must not be listed on the National Sex Offender Public Website • Current Periodic Health Assessment and a review of

medical records • Favorable results after completing a DD Form 369 • After all state level requirements have been passed, you must receive favorable results from NGB level screens of the following: Department of Army Inspector General (DAIG), Criminal Investigation Division (CID), Office of Military Personnel File Review, and Army Substance Program.

24. Selected applicant must transfer to Hawaii Army National Guard Recruiting & Retention Battalion to comply with regulatory guidance.

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**POSITION COMPATIBILITY REQUIREMENTS:**

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

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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. 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 ACFT/AFT) - reflecting most current passing record ACFT or AFT. Additionally, include three (3) previous record ACFTs/AFTs for a total of four (4) scores submitted. ATMS ITR printout will not be accepted.
11. DA Form 5500/5501 - All applicants must submit four (4) DA Form 5500/5501s. At least one (1) must be reflecting current HT/WT data and dated within six (6) months of the JVA closing date. If within HT/WT standards (IAW AR 600-9), complete Name, Rank, HT, WT, and Age only. If exceeding HT/WT standards, a fully completed DA Form 5500/5501 must be submitted. All forms must be certified by two (2) unit representatives. ATMS ITR printouts 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. Verification of Recruiter and Training Cadre JVA Pre-Screening Requirements Memorandum: Fill out blocks 1-33, date and sign section VI of HRR Form 600 (Recruiting & Training Cadre Suitability Questionnaire). Fill out blocks 1-11 and sign DD Form 369. Submit forms to RRB S1 for processing and completion of memorandum (RRB S1 POC: SFC Tam - christopher.g.tam.mil@army.mil). HRR Form 600 can be obtained from <https://armyeitaas.sharepoint-mil.us/:/r/teams/RecruitingStandardsBranchSAVs9/Shared%20Documents/Policies,%20Forms%20%26%20Templates/Suitability/Forms?csf=1&web=1&e=HiD615> (CAC login required) or <https://dod.hawaii.gov/hro/job-vacancies/> (search for FY2025-14). DD Form 369 can be obtained from <https://www.esd.whs.mil/Directives/forms/#>.

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:**

Warrant Officer Strength Manager – Duties and Responsibilities

1. Plans, organizes, and administers the warrant officer strength manager program.
2. Develops and implements state warrant officer personnel management, procurement, and retention programs.
3. Coordinates with the officer strength manager, MILPO, officer personnel branch, principal staff officers, and major subordinate commanders for warrant officer procurement, retention, and attrition priorities.
4. Coordinates with NGB and proponent training centers on policy, qualification, and education programs.
5. Develops and maintains effective school recruiting programs.
6. Establishes and maintains centers of influence and a good working relationship with schools, civic groups, local governing bodies, and organizations/units.
7. Conducts formal and informal presentations to various school and civic groups to generate leads for enlistments and warrant officer accessions.
8. Conducts prospecting and lead generating activities in assigned area.
9. Processes lead referrals and applicants for qualification to enter the warrant officer education system.
10. Establishes and maintains liaison with radio, television, and print media to keep the HIARNG in the public view.

11. Establishes and maintains displays and exhibits to promote interest in the HIARNG.
  12. Pre-qualifies prospects to ensure enlistment and appointment criteria are met.
  13. Administers enlistment screening test and ASVAB test as appropriate.
  14. Assembles predetermination and federal recognition packets for applicants.
  15. Arranges for transportation of applicants to military entrance processing station and military examination test site for processing.
  16. Conforms to all moral and ethical requirements of a recruiting and retention recruiter.
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SELECTING SUPERVISOR:

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CONTACT INFO:

SFC Bradford F. Rivera

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(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.