

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

ANNOUNCEMENT NUMBER: FY2025-09

DATE: 05 Mar 25

CLOSING DATE: 19 Mar 25

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Production Recruiter, PARA 999E LINE 99, E6, 00F3

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

UNIT AND LOCATION OF POSITION:  
Hawaii Army National Guard Recruiting & Retention Battalion, 91-1227 Enterprise Avenue Kapolei, HI 96707

WHO MAY APPLY:

Present members of the Army National Guard in the grades of: E4 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: E4-E6, Qualified in any MOS; Current member of the Hawaii Army National Guard. || • Tier 2: E4-E6, Qualified in any MOS; Current member of the Army National Guard. NATIONWIDE. || E4 applicants must have completed Basic Leader Course. E7 applicants are applicable to apply and must understand that if selected, he/she must be administratively reduced, voluntarily, to the grade of E6 prior to accession in the AGR program. All applicants MUST be Qualified in any current Army MOS, must have completed the ARNG Non-Career Recruiter Course Special Qualification Identifier 4 (SQI-4) and must have been awarded SQI-4. Non-commissioned officers must be professional military education qualified for their grade. All applicants must already possess a Secret security clearance.

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. Qualifying scores – A minimum score of 110 in aptitude area General Technical (GT) on the Armed Services Vocational Aptitude Battery (ASVAB). Line score waivers will be considered for Soldiers with GT scores less than 110, provided the Soldier has a GT of 100 or a GT Score of 95 and Skilled Technical (ST) score of 95.
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. 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: 00F3

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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 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. If current HT/WT are within standards, complete Name/Rank/HT/WT/Age only. Completed form must be certified by two-unit representatives. Also include three (3) other previous DA 5500/5501 (if applicable) for a total of 4 scores submitted. 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. Copy of Social Security Card.
14. Copy of valid State Driver's license.
15. 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.
16. 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://www.milsuite.mil/book/groups/armg-recruiting-standards-branch> (CAC login Only) or <https://dod.hawaii.gov/hro/job-vacancies/> (search for FY2025-09). DD Form 369 can be obtained from <https://www.esd.whs.mil/Directives/forms/#>.
17. 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. Related experience: Experience in the following specialties is highly desired:
  - a. Team/Squad/Section leader.
  - b. Sales/Sales Management.
2. Special requirements:
  - a. Military Education: As required in NGR 600-200 and current ARNG Professional Development Program (PDP).
  - b. Civilian Education: Be a High School diploma graduate or have a GED and one year of college (no waivers authorized).
  - c. Knowledge of the organization and mission of the Army National Guard; knowledge of the Army National Guard recruiting and retention program and organization of the full-time recruiting force.
  - d. Creative writing skills.
  - e. Excellent speaking ability.
  - f. No record of conviction by special or general court-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), Chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
3. Supervisory controls: Works under the supervision and control of the Recruiting and Retention Section Chief for the assigned area; performs duties with minimum supervision after receiving general guidance and mission. Performance of duties are evaluated and reviewed for accomplishment of assigned mission.
4. Justification: This position is located in one of the designated recruiting areas of the state. The incumbent is charged with the responsibility of seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives as assigned by the Recruiting and Retention

Commander (RRC).

5. Position Description:

Conforms to all moral and ethical requirements of an ARNG recruiting and retention NCO and accepted practices. Establishes and maintains contacts in sufficient numbers and within the proper markets to achieve recruiting objectives. Establishes and maintains effective centers of influence/very influential persons in schools, civic groups, local governing bodies and supported units. Conducts formal and informal presentations to various school and civic groups to generate leads for enlistment in the ARNG. Establishes and maintains liaison with radio, television, and print media to keep the ARNG in the public view. Establishes and maintains displays and exhibits to promote interest in the ARNG. Interviews prospects regarding membership in the ARNG. Pre-qualifies prospects to ensure enlistment criteria are met. Assists in the scheduling and administration of high school ASVAB testing as appropriate. Arranges for transportation of applicants to military entrance processing station (MEPS) and military examination test site (METS) for enlistment processing. Administers enlistment-screening test (EST) to all applicants prior to producing ASVAB testing as appropriate. Completes required enlistment administration prior to transporting applicants to MEPS. Establishes and maintains a good working relationship with organizations/units in assigned area. Develops and maintains effective school recruiting programs. Conducts prospecting and lead-generating activities in assigned areas (i.e., area canvassing and telephone prospecting). Establishes and maintains files, correspondence, prospect cards and lead refinement lists in accordance with current policy and regulations. Performs RSP duties as cadre during drill weekends as directed.

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SELECTING SUPERVISOR:

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CONTACT INFO:

SFC Bradford F. Rivera

(Com) 808-672-1755

(Email) [bradford.f.rivera.mil@army.mil](mailto: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.