

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: FY2026-31

DATE: 26 May 26

CLOSING DATE: 09 Jun 26

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
HR Systems and Automation Officer, PARA 209C LINE 01, W4, 420A

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

UNIT AND LOCATION OF POSITION:

Headquarters, Headquarters Detachment, Army Element, Joint Force Headquarters, 91-1227 Enterprise Avenue, Kapolei, HI

*This AGR position is subject to an indefinite delayed hiring period. The top selected applicant for this JVA with an accepted offer of the specified AGR position may retain a HOLD status for accession into the AGR Program until an available resource becomes available.

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:

• Tier 1: W1-W4 420A0 MOS Qualified, on-board AGR; Current member of the Hawaii Army National Guard. || • Tier 2: W1-W4 420A0 MOS Qualified, Current member of the Army National Guard (IDT or AGR), NATIONWIDE || All Warrant Officer applicants must be 420A MOSQ. Warrant Officer One or Chief Warrant Officer Two must have completed a Warrant Officer Basic Course or received military occupational specialty (MOS) proponent equivalent credit. | Chief Warrant Officer Three, or above, must have completed a Warrant Officer Advanced Course or received MOS proponent equivalent credit. As of Fiscal Year 2026, Chief Warrant Officer Four must have completed a Warrant Officer Intermediate Course and/or received MOS proponent equivalent credit. | All applicants must possess a valid Secret level security clearance. Current, 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. 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 AGR must have a passing Record AFT 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: 420A

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 MODS. Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid. Utilize the provided URL listed while applying in FTSMCS.
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. Current Soldier Talent Profile (STP). (IPPS-A Self Service, search "My Soldier Talent Profile") <https://my.ippsa.army.mil/>. 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. DA 5016 Statement of Service or 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 / ATIS 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 / ATIS ITR printouts will not be accepted.
12. Memo explaining any gaps or missing required documents (DD214, DD215, DD220, DA705, DA5500/5501, 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.

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:

This position is located in the Military Personnel Office (MILPO) of the Hawaii Army National Guard (HIARNG). The purpose of the position is to provide oversight, planning, interpretation, and application of policy. Provides technical expertise and oversight for all personnel databases and systems. Advises the G1, Deputy G1, on all administrative matters regarding conversion, integration and system administration.

Duties and Responsibilities

- (1) Serves as the primary site administrator for the operation, maintenance, and administration of all Human Resources Information Systems for the Hawaii Army National Guard. Primary Domain Manager and technical expert for critical platforms including the Integrated Personnel and Pay System - Army (IPPS-A), iPERMS, Microsoft Apps, Army Selection Board System (ASBS), Army Disaster Personnel Accountability and Assessment System (ADPAAS) and Guard One.
 - (2) Develops, institutes, and enforces policies to ensure HR systems and processes support leader and Soldier development, readiness, and the well-being of personnel and their families. Provides authoritative guidance on automated personnel management for the entire HIARNG.
 - (3) Maintains coordination and liaison with all staff in the G1, USPFO, Directorate of Information Management (DPI), Major Subordinate Commands (MSCs), and individual unit representatives to ensure seamless data interface, system integrity, and process synchronization across the force.
 - (4) Functions as the state's lead IPPS-A Coordinator, responsible for managing system implementation, troubleshooting complex issues, and providing expert-level support and training to all users within the HIARNG to ensure maximum system adoption and effectiveness.
 - (5) Provides mentorship, resources, and coordinates training opportunities for all HR system users to ensure the highest level of proficiency and readiness. Coordinates with separate units to consolidate and support mandatory training requirements related to personnel systems.
 - (6) Provides automated personnel management information and database interfaces to state leadership and units, including the development of custom data/automated products and dashboards using Power BI, Vantage, and other Microsoft platforms.
 - (7) Research's, interprets, and applies complex Army and NGB personnel policies to real-world scenarios. Drafts and publishes state-level policies and memorandums that implement higher-headquarters guidance, ensuring clarity and compliance across the force. Provides authoritative guidance to commanders, Soldiers, and staff on personnel matters that often have long-term career and readiness implications.
 - (8) Performs other duties as assigned.
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SELECTING SUPERVISOR:

CONTACT INFO:

SFC Hector M. Alegre

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(Email) hector.m.alegre.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.