

# ARMY NATIONAL GUARD AGR JOB VACANCY ANNOUNCEMENT (JVA)

STATE OF HAWAII  
DEPARTMENT OF DEFENSE  
OFFICE OF THE ADJUTANT GENERAL  
3949 Diamond Head Road, Honolulu, Hawaii 96816-4495

---

**JVA NUMBER: FY2022-16**

**PUBLISH DATE: 03 May 2022**

**CLOSING DATE: 02 June 2022**

---

The following Enlisted position vacancy in the Hawaii Army National Guard is announced. This is a three-year full-time National Guard duty tour in Active Guard/Reserve (AGR) status. This vacancy is to be filled under the provisions of Title 32, USC 502(f) and Section 502 Public Law 98-94 through a competitive selection panel process with approval by the Chain of Command. Final selection will be based upon qualifications, suitability, and available manpower resources.

---

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS/AOC:**  
Readiness NCO, Para 404, Line 02, E7, 25W4O/25H4O

---

**UNIT AND LOCATION OF POSITION:**

Company C (Signal), 227<sup>th</sup> Brigade Engineer Battalion, Kapolei, Hawaii 96707

---

**WHO MAY APPLY:**

Present enlisted members of the Hawaii Army National Guard in the grade of E5-E7.

---

**AREA OF CONSIDERATION:**

All applicants must have completed Basic Leaders Course (BLC) and possess a valid Secret security clearance. E6-E7 applicants must be qualified in any of the following MOS: 25W, 25L, 25N and 25Q. E5 Non-MOSQ applicants must meet ASVAB score and other training pre-requisite requirements for 25H MOS. Current, on board AGR Soldiers (excluding those on initial tour or within their current assignment stabilization period) may apply. If selected, an E5 requires an approved TAG waiver prior to accession into the AGR program. No other waivers authorized. In order to be considered for this position, applicants must meet minimum appointment requirements as outlined on this announcement.

---

**MINIMUM APPOINTMENT REQUIREMENTS:** For initial entry and subsequent 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 600-9 and AR 600-10.

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. A physical demands rating of Moderate (Gold) or be able to pass the Occupational Physical Assessment Test (OPAT) requirements for re-classification into 25H MOS.
5. A physical profile of 212221 or better. If there is a 3 or 4 in current PULHES, include verification of MAR 2 proceeding results. Requirements of AR 600-60 must be met prior to accession.
6. A minimum score of 102 in aptitude area EL and 105 in aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 100 in aptitude area EL and 102 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.
7. Normal color vision.
8. Be able to work at heights up to 40 feet for extended periods. Be able to work underground in low light conditions for extended periods. Be able to read, comprehend and clearly enunciate English. Be able to work for extended periods in a confined area.
9. Occasionally lifts/lowers and carries 150 pounds (communications transit cases) as part of a two (2) Soldier team (prorated 75 pounds per Soldier) a vertical distance of 5 feet and a horizontal distance of 100 feet while wearing/carrying ~80 pounds of uniform and combat equipment.
10. A U.S. citizen
11. Must possess a valid state motor vehicle operator license.
12. Must be able to complete a 3-year tour of Full-time National Guard duty (FTNGD) prior to reaching 18 years of Active Service (AS) or the date of mandatory removal (MRD for Officers, RCP for Enlisted) from an active status based on age, grade/rank or service (without an extension).
13. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of release from active duty (REFRAD). Applicants who were involuntary released from the AGR program are not eligible to re-enter the AGR program.

## **JOB VACANCY ANNOUNCEMENT – ARMY AGR, FY2022-16, 03 May 2022**

14. 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.
15. Applicants must not be a candidate for public office or holding a civil office.
16. Must meet the Army body fat standards IAW AR 600–9.
17. Upon selection, the selectee will be medically evaluated for clearance to enter the AGR Program by the Office of the State Surgeon (POC: Deputy State Surgeon). Selected individual must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry in the AGR program.
18. 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.
19. 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.
20. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
21. 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 NGB approval.
22. 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.
23. COVID-19 VACCINATION REQUIREMENT: As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination before appointment. HRO will provide additional information regarding what information or documentation will be needed.
24. Selected individual **MUST** meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
25. 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 Hawaii Army National Guard and upon availability of funds from the National Guard Bureau.
26. Falsification of any eligibility requirements will result in immediate release from the AGR program.

---

**INSTRUCTIONS FOR APPLYING:** The documents listed below **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.

1. NGB 34-1 (dated 20131111). **Errors, omissions of information or unsigned application, and those that are late due to the enterprise email system will be returned without action.** Pay attention to instructions in Section IV and V. If "Yes" for #3 or #4, provide police report.
2. Individual Medical Readiness (IMR) Record printout from MEDPROS. Periodic Health Assessment (PHA) must be dated within the last 12 months to be valid.
3. All current Physical profiles (DA Form 3349) for medical and physical limitations. (If applicable).
4. Last five (5) Non-Commissioned Officer Evaluation Reports (NCOERs) - Current and previous 4, if applicable. Letter of Recommendations (LOR) can be used if no evaluations are available based on rank, but LORs must be signed by recommender and dated within thirty (30) days of announcement close date.
5. Soldier Record Brief (SRB/ERB). Selection board version, certified within the last 6 months. Ensure that DA Photo, race, ethnicity and gender identification data were removed prior to submission. *Write your civilian email address on the upper right hand corner.*
6. All DD214s, DD215s and DD220s 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). Contact your appointed unit security manager or the HIARNG Security Manager.
10. DA Form 705 (Record APFT) - reflecting most current passing record APFT. Also include three (3) other previous record APFTs for a total of 4 scores submitted. RCASweb or ATMS printout will not be accepted.
11. DA Form 5500-R/5501-R – reflecting most current HT/WT data (must meet standards IAW AR 600-9), taken within six (6) month of this JVA's closing date. If current Ht/Wt are within standards, complete

**PLEASE POST THIS VACANCY ANNOUNCEMENT ON UNIT BULLETIN BOARDS UNTIL CLOSING DATE**

## JOB VACANCY ANNOUNCEMENT – ARMY AGR, FY2022-16, 03 May 2022

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. Copy of Valid Hawaii State Driver's license.
13. Memo explaining any gaps or missing required documents above (DA 705, NCOER, etc.).
14. Knowledge, Skills, and Abilities (KSA). Below are listed KSAs for this position.
  - (a) Knowledge of the position.
  - (b) Knowledge in the techniques of organization, direction, coordination, and control.
  - (c) Ability to develop, plan, and coordinate complex work assignments.
  - (d) Ability to give specific guidance relative to the position.
  - (e) Skills you possess to assist in the improvement of the position or program.
  - (f) Skill in oral and written communications.

Applicant **must address each KSA individually in paragraph format** by explaining any civilian and military work experience(s) (with dates). These comments must be addressed in the order they appear above and attached (separate sheet) to the application when applying for the position. **Failure to include the attachment for the KSA statement will result in your application NOT being considered for interview.**

Individual applicant is responsible for the completion and turn-in of his/her application, all contents and attachments. Documents must be scanned in the order as listed above and emailed as a single, consolidated electronic pdf file to Human Resources Office (HRO) group mailbox: [ng.hi.hiarnng.mbx.nghi-hro-agr1@army.mil](mailto:ng.hi.hiarnng.mbx.nghi-hro-agr1@army.mil). Also send a copy of your application packet to SFC Minerva Manuel at [minerva.b.manuel.mil@army.mil](mailto:minerva.b.manuel.mil@army.mil). Submit application packet via your official military/enterprise email only, no other means of submission will be accepted. Application packet must arrive in our mailbox and to SFC Manuel's mail inbox no later than 2359 hours on the closing date indicated above or your packet will not be accepted. Subject line of the email must include the announcement number and the applicant's name.

Application packets will be screened by HRO prior to submission to the selection panel. Received AGR JVA packets with missing, incomplete, outdated forms/docs/signatures are considered incomplete and **ARE NOT** considered for boarding. AGR office will reply with receipt of receiving AGR JVA packet; it is strongly recommended that applicants re-submit their AGR JVA application packets if they have not received an email notification of receipt from the AGR office **PRIOR** to the board closing date. Applicants who do not meet eligibility requirements under Area of Consideration and Minimum Appointment Requirements will not be submitted to the selection panel and will be notified of their non-consideration within 10 working days of the JVA's closing date.

---

### **DUTIES AND RESPONSIBILITIES:**

1. **Supervisory controls:** This position is located in company/detachment size units of the Army National Guard. Works under the general supervision of the unit commander; receives technical guidance from supervisory personnel at higher headquarters; accomplishes daily requirements independently in accordance with established policies and procedures. Performance is evaluated on accomplishment of established objectives.
2. **Purpose:** Provide supervisory manpower to enhance the readiness status of units. Readiness encompasses training, mobilization, planning, supply, maintenance, pay, and personnel functions relating to the welfare of the Soldiers and mission capability. The Readiness NCO will be involved in the day-to-day conduct and supervision of these functions and act as the commander's representative and spokesperson in the daily operation of the unit to ensure the highest readiness status of the unit.
3. **Duties and Responsibilities:**

Responsible for supervising the successful accomplishment of the commander's mobilization readiness objectives; anticipates and recommends solutions for needs of the unit in all aspects of mobilization readiness. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develop, update, and maintain comprehensive mobilization plans including preparation of unit COMPASS and AVEL requests, preparation of the annual post mobilization training activities list and ensuring that the unit is POM/POR qualified; reviews and implements mobilization directives and regulations; obtains all required data for the unit status report and assists the commander in preparing readiness for the unit

**PLEASE POST THIS VACANCY ANNOUNCEMENT ON UNIT BULLETIN BOARDS UNTIL CLOSING DATE**

## **JOB VACANCY ANNOUNCEMENT – ARMY AGR, FY2022-16, 03 May 2022**

status report and assists the commander in preparing readiness reports as prescribed by AR 220-1; monitors the equipment-on-hand (EOH) and the equipment readiness (ER) status of the unit and keeps the commander informed on these issues; supervises the duties performed by the units' fulltime logistics personnel, to include the unit supply NCO, in maintaining property accountability ensuring all required equipment is on hand or on valid requisition, on required inventories, audits and reconciliation, and the maintenance of combat parts load (CPL), if retained at unit level; coordinates maintenance support required from supporting OMS or other installation maintenance support activities, and the integration of maintenance training with the supporting OMS shop chief; recommends to the commander courses of action to correct deficiencies in achieving maintenance standards and ensures the accountability and adequacy of CPL's, if maintained at OMS level; must be proficient in unit level logistics procedures and policies. Supervises the drafting of training schedules for approval which comply with command guidance and directives and the publications of higher headquarters; supervises the maintenance of the unit training library, unit training extension course (TEC) tapes, and TEC center, and related training equipment and aids; establishes a direct line of communication with training and mobilization actin personnel at higher headquarters; supervises the development and monitoring of a comprehensive MOS qualification training program; advises and assists the unit NCO's in the implementation and conduct of supervised on-the-job training (SOJT) programs; advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers; supervises the maintenance of records for the above personnel, and ensures that qualification information is provided to the personnel section for personnel records updating. Attends all unit training assemblies, additional training assemblies, and annual training periods; provides assistance and guidance in the preparation for and execution of unit training and other mobilization readiness relation activities; ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit; responsible for supervising the implementation and accomplishment of the individual training and evaluation program (ITEP, to include SDT) as prescribed in the AR 350-37, and of the battalion training management system (BTMS) at company/detachment level; responsible for supervising the control of materials, publications, and soldier's manuals; responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel; supervises the overall operation of the fulltime unit support staff; responsible for ensuring that the commander's concept of operations for the fulltime personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the fulltime personnel; works directly with the commander in monitoring the recruiting and retention activities of the unit; is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs; responsible for the overall supervision of all pay, personnel and administrative activities of fulltime personnel in caring for the welfare of unit Soldiers; establishes procedures to be followed in the resolution of all personnel related matters and supervises those procedures until eventual solution; establishes a direct line of communication with pay, administrative, and supply action personnel in higher headquarters; establishes and maintains personnel proficiency in all supply, training, financial, and personnel procedures. Performs other duties as required or assigned.

### **3. Network Communication Systems Specialist (25H4O) Duties:**

Plans, coordinates, and supervises installation, operation, maintenance, and management of network communication systems, including radio, tactical satellite terminals, switching, cable, and automation equipment. Supervises the installation, operation, strapping, re strapping, preventive maintenance checks and field level maintenance on COMSEC devices. Directs restoration, and alternate routing of circuits, trunks, links, and systems. Develops and implements field level signal maintenance programs. Provides operational and technical assistance to subordinates and commanders. Verifies frequency operational requirements, network communication systems service requests, and disseminates operations information to ensure command and control communications connectivity. Requests and ensures appropriate logistical support is available at all times. Assimilates and reports system/network statistics. Develops and implements training programs for Signal personnel. Uses computers to process operational and administrative information. Operates system control facilities as part of Signal organization management functions.

---

### **HRO ARMY AGR BRANCH POC:**

SFC Minerva B. Manuel

(808) 672-1314

minerva.b.manuel.mil@army.mil

---

### **EQUAL OPPORTUNITY:**

The Hawaii Army National Guard is an Equal Employment Opportunity Employer. All qualified applicants will receive

**PLEASE POST THIS VACANCY ANNOUNCEMENT ON UNIT BULLETIN BOARDS UNTIL CLOSING DATE**

**JOB VACANCY ANNOUNCEMENT – ARMY AGR, FY2022-16, 03 May 2022**

equal consideration for this announcement without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

---

**NOTE:** Applicants are responsible for maintaining a copy of their applications. If you have questions, call the AGR Branch well in advance of the closing date at (808) 672-1314 or (808) 672-1006.

**PLEASE POST THIS VACANCY ANNOUNCEMENT ON UNIT BULLETIN BOARDS UNTIL CLOSING DATE**