

# 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

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**JVA NUMBER:** FY2022-17

**PUBLISH DATE:** 19 May 2022

**CLOSING DATE:** 03 June 2022

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The following Enlisted position vacancy in the Hawaii Army National Guard is announced. This is a three-year fulltime 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.

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

Training NCO, Para 205, Line 01, E6, 13B3O

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**UNIT AND LOCATION OF POSITION:**

Btry B, 1<sup>st</sup> Battalion, 487<sup>th</sup> Field Artillery, Mililani, Hawaii 96789

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**WHO MAY APPLY:**

Present Enlisted members of the Hawaii National Guard in the grade of E5-E6.

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**AREA OF CONSIDERATION:**

SSG/E6 applicants must be 13B MOSQ. SGT/E5 applicants must be MOSQ in any CMF 13 series. All applicants must have completed Advance Leaders Course. Non-MOSQ applicants must meet ASVAB scores and other training pre-requisite requirements for 13B MOS. All applicants must possess a valid Secret security clearance. If selected, non-MOSQ applicants must have the potential to become 13B MOSQ within 12 months from AGR start date or be released from the AGR program. Current, on board AGR Soldiers (excluding those within their first 18 months of an initial tour or within their current assignment stabilization period) may apply. No waivers authorized. In order to be considered for this position, applicants must meet minimum appointment requirements as outlined on this announcement.

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**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 Heavy (Black) or be able to pass the Occupational Physical Assessment Test (OPAT) requirements for re-classification into 13B MOS.
5. A physical profile of 112211 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. Color discrimination of red/green.
7. A minimum score of 95 in aptitude area FA in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 93 in aptitude area FA on ASVAB tests administered on and after 2 January 2002.
8. 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).
9. 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.
10. 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.
11. Applicants must not be a candidate for public office or holding a civil office.
12. Must meet the Army body fat standards IAW AR 600-9.
13. 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.

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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. 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.
17. Pregnancy is not a disqualifying condition for initial appointment in the AGR Program.
18. 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.
19. 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.
20. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
21. 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.
22. Falsification of any eligibility requirements will result in immediate release from the AGR program.

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**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. Signed justification from the applicant for any missing documentation is required.
5. Soldier Record Brief (SRB/ERB). Selection board version, verified within the last 6 months. Ensure that DA Photo, race, ethnicity and gender identification data is 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 State Security Manager. RCASweb or ATMS printout will not be accepted.
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 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.
12. Copy of valid Hawaii State Driver's license.
13. Memo explaining any gaps or missing required documents (APFT, NCOER, etc.).

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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.hiarng.mbx.nghi-hro-agr1@army.mil](mailto:ng.hi.hiarng.mbx.nghi-hro-agr1@army.mil). Submit application packet via your official army/military email only, no other means of submission will be accepted. Application packet must arrive in our mailbox 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.

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### **DUTIES AND RESPONSIBILITIES:**

**Supervisory control:** Works under the direct supervision of the senior full-time support person of the unit, which assigned; accomplishes daily requirements independently in accordance with established policies. Performance is evaluated based upon accomplishment of established objectives.

Advises the commander on training, focusing on increasing and maintaining unit mobilization readiness requirements and ensuring that the unit develops, updates and maintains comprehensive training and mobilization plans. Accomplishes duties pertaining to training of unit members and the unit's training support requirements and resources; requests and has on hand required training materials, supplies, and training aids such as pieces of equipment, films, models of equipment etc. from TASC; recommends individuals to serve as instructors for training activities based on their knowledge, skill level and qualifications; provides assistance and guidance to members of the unit on preparation of lesson plans, proper methods of instruction, training tasks, and obtaining reference material and teaching aids; responsible for drafting training schedules for approval and other memoranda; maintains and manages training records and builds a library of training publications; prepares and submits requests for training areas and ranges; completes applications for service schools, officer candidate schools, and correspondence courses; advises unit members of the availability of any school or training courses and encourages them to attend those courses that will benefit the unit and the individual. Prepares and submits all training related reports, briefs, and memorandums as required. May be required to attend special schools and/or conferences that support the units training programs or objectives. Must be able to learn and proficiently perform functions in the areas of DAMPS, ATRRS, DTS, DTMS/ATN, MARRSN, RFMSS, GCSS – Army, AFAM, iPERMs, RMS, IPPS-A, RCAS Web, and GPC (Citi Manager). Responsible for assisting and inputting Soldiers for all training and schooling which include OES, NCOES, Professional Development, and MOSQ courses. Manages and actions all unit Soldier's school and training applications, packets, requirements that are necessary for Soldier to attend and complete these courses. Assists the commander with execution of the unit's training plan and conducts ongoing coordination with all other full-time personnel in the organization to ensure that short and long range readiness requirements are understood and accomplished in a timely manner. Serves as the

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alternate full-time HAZMAT and ammo handler personnel. Steward of the organization and community, involves in the maintenance of unit end strength and promotes a positive image for the unit and oneself. Must have excellent computer skills and be proficient in Microsoft Office applications. Ensures unit training plan is successful with resources IAW training schedules and provide recommendations to leadership. Primary unit designee for PHYSEC, CLRTX, and Organizational Inspection Program inspections. Required to cross train with Readiness NCO and Supply NCO to provide continuity in support of priority actions during full-time manning absences as necessary to ensure unit readiness. In the absence of the Readiness NCO, executes administrative actions as required and delegated. Assist in the receipt of day-to-day supply transactions of the unit; assists in the receipt, storage, distribution, and accounting for the following supplies: ammunition, bulk fuel, clothing, office supplies, forms and publications, communications equipment, small arms, tool sets, and etc.; conducts inventories which require considerable knowledge of the equipment and its components; ensures that required supplies such as ammunition, range safety, training aids, rations and equipment are on hand to support the training mission of the unit; when designated, serves as ordering officer and complies with guidance published by the United States Property and Fiscal Office and other Army procurement regulations; Serves as unit safety NCO; responsible for inputting and tracking accidents in RCAS SOH, developing, implementing and monitoring an accident prevention program to reduce accidents in the unit; ensures that all accidents are investigated and reported IAW appropriate regulations. As an E6 Howitzer Section Chief, the IDT duties and responsibilities may include but are not only limited to: Directs and supervises movement emplacement of the howitzer section. Supervises and directs the construction, camouflage, and defense of the section position. Trains, instructs, and supervises section personnel in cannon gunnery procedures and firing. Responsible for the verification of safe firing data. Supervises the handling, storage, accountability, and distribution of ammunition. Supervises the performance of operator, crew, and organizational maintenance on section vehicles. Performs other duties as required or assigned.

### **Qualification requirements.**

General experience: Two years of progressively responsible general office experience, which has demonstrated the ability to perform administrative duties satisfactory to the grade level of the position.

Specialized experience: One year of experience in the field in which the duties of the position are to be performed or in fields directly related to the position (e.g., personnel, supply, training, public relations, etc.).

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

SFC Minerva B. Manuel or SFC Bradford F. Rivera

(808) 672-1314

minerva.b.manuel.mil@army.mil or bradford.f.rivera.mil@army.mil

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### **EQUAL OPPORTUNITY:**

The Hawaii Army National Guard is an Equal Employment Opportunity Employer. All qualified applicants will receive equal consideration for this announcement without regards to race, religion, color, sex, national origin, public affiliation, or any other non-merit factor(s).

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**NOTE:** If your application packet does not provide all of the information requested on the forms and documents listed above, you will lose consideration for the job. Only complete applications will be considered. 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.

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