

# 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: JVA FY2021-17    DATE: 30 April 2021    CLOSING DATE: 15 May 2021**

---

The following Commissioned Officer 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.

---

**POSITION TITLE, MAXIMUM AUTHORIZED MILITARY GRADE AND AOC:**

Officer Recruiter, O3, 01A00

---

**UNIT AND LOCATION OF POSITION:**

Recruiting and Retention Battalion, 3949 Diamond Head Road, Honolulu, Hawaii 96816

---

**WHO MAY APPLY:**

Present Commissioned Officers of the Hawaii National Guard in the grade of O2-O3.

---

**AREA OF CONSIDERATION:**

All applicants must be qualified in any AOC/branch and has completed all phases of Captains Career Course (CCC). All applicants must possess a valid Secret security clearance. No waivers authorized. In order to be considered for this position, applicants must meet Recruiting Suitability Requirements and 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. 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.
5. Must be able to complete a 3-year tour of 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).
6. Applicants must not currently be under suspension of favorable personnel actions as per AR 600-8-2 even if no flag has been initiated.
7. Applicants who have voluntarily resigned from the AGR program are not eligible to apply for one year from date of resignation.
8. Applicants who were involuntary 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. Must meet the Army body fat standards IAW AR 600-9.
12. 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.
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.

## VACANCY ANNOUNCEMENT – ARMY AGR, FY2021-17, 30 April 2021

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 NGB approval.
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. Selected individual MUST meet Professional Education Center (PEC) Training Courses prescribed for position vacancy within one (1) year from start date.
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 Hawaii Army National Guard and upon availability of funds from the National Guard Bureau.
20. **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:**
  - Must not have a Type I or Type II or Type III Offense (See enclosed Army Directive 2018-16 and SMOM 20-008)
  - Must be able to produce a current favorable National Agency Check with Law and Credit (NACLC) or Tier 3 Investigation or higher
  - Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
  - Must complete a Recruiter/Trainer Prohibited Activities Acknowledgment (DD Form 2982)
  - Must not be listed on the National Sex Offender Public Website
  - Must have a current Periodic Health Assessment and a review of medical records
  - Must receive 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:
    - o Department of Army Inspector General (DAIG)
    - o Criminal Investigation Division (CID)
    - o Office of Military Personnel File Review
    - o Army Substance Abuse Program
21. Falsification, errors or omissions of any application eligibility or Recruiting Suitability 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) Commissioned Officer Evaluation Reports (OERs) (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 initiator 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/ORB), selection board version. Certified within 30 days of this JVA's closing date. 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. DD Form 1506 (Statement of Service)
8. NGB Form 23B Army National Guard Retirement Points History Statement.
9. Proof of highest level of Civilian Education acquired.
10. Security Clearance Verification Memo, current, within 6 months. Contact your appointed unit or the State Security Manager.
11. 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.
12. DA Form 5500-R/5501-R – reflecting most current HT/WT data (must meet standards IAW AR 600-9), taken

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

## VACANCY ANNOUNCEMENT – ARMY AGR, FY2021-17, 30 April 2021

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.

13. Local Agency Check (LAC) obtained within 30 days old at the time of application submission.
14. Sex Offender Verification (National Search) of No Sex Offender Record ([www.nsopw.gov](http://www.nsopw.gov)).
15. Copy of Social Security Card.
16. Biographical Sketch IAW NGR 600-100, Appendix I.
17. HRR Form 600 Recruiting Questionnaire (enclosed).
18. Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424). Complete #1 thru #6 (enclosed)
19. Recruiter/Trainer Prohibited Activities Acknowledgement (DD Form 2982) Complete #1 thru #9 (enclosed)
20. Police Record Check (DD Form 369) Complete Section I & II.
21. Memo explaining any gaps or missing required documents (APFT, OER, etc.).
22. Knowledge, Skills, and Abilities (KSA). Below are listed KSAs for this position.
  - (a) Knowledge of Recruiting and Retention Operations.
  - (b) Knowledge of sales techniques.
  - (c) Ability to apply sound judgement to solve complex problems in an ambiguous environment.
  - (d) Ability to network and develop relationships outside the organization in support of mission objectives.
  - (e) Ability to track, prioritize, and complete multiple requirements as efficiently as possible.
  - (f) Skills you possess to assist in the improvement of the position or program.
  - (g) 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. Submit application packet via your official military/enterprise email only, to Human Resources Office (HRO) group mailbox: [ng.hi.hiarng.mbx.nghi-hro-agr1@mail.mil](mailto:ng.hi.hiarng.mbx.nghi-hro-agr1@mail.mil). 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. Documents must be scanned in the order as listed above and emailed as one (1) consolidated pdf file. Subject line of the email must include the announcement number and the applicant's name. Application packet submitted via civilian email, ordinary mail or hand delivered will not be accepted.

Application packets will be screened by HRO prior to submission to the selection panel. Each applicant will ensure that supporting documents, to include diplomas, orders, etc. are submitted with the application as evidence of meeting the APPOINTMENT REQUIREMENTS. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.** 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. Related experience: Experience in the following specialties is highly desired:
  - a. Extensive knowledge of the organization, missions and function of the ARNG.
  - b. Experience in planning, organizing and managing personnel programs.
2. Special requirements:
  - a. Military Education: As required in NGR 600-100 and current ARNG Professional Development Program (PDP).
  - b. Civilian Education: Baccalaureate degree or higher (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.

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

## VACANCY ANNOUNCEMENT – ARMY AGR, FY2021-17, 30 April 2021

- 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.
3. Supervisory controls: Works under the supervision and control of the Recruiting and Retention Battalion (RRB) Commander; performs duties with minimum supervision after receiving general guidance. Performance is evaluated and reviewed for accomplishment of long and short-range objectives.
4. Justification: Position required to provide guidance to recruiting and retention NCO's and NCOIC's; manages the Recruit Sustainment Program (RSP) personnel; responsible for the accomplishment of operational actions related to training new enlisted and select prior service personnel, monitors the Recruit Sustainment Program for management adjustments; assists in determining program requirements and standards for the cadre assigned to the program, to include training, and logistical support, supports the mission of preparing Soldiers to be mentally prepared, administratively correct, and physically fit prior to entry into basic combat and advance individual training.
5. Position Description: Ensures all aspects of the Recruit Sustainment Program (RSP) administrative and operational support for the program are executed IAW National Guard Bureau (NGB) directives, State published guidance, SOP, and all others directives from the State senior leadership. Administers command and control over the RSP on behalf of the RRC. Develops and updates State RSP program guidance. Develops RSP standard operating procedures. Oversees all administration related issues for Soldiers within the State. The liaison for State leadership and Full-Time Unit Support personnel (FTUS) regarding RSP program requirements and functions. Provides guidance on RSP Battalion YTC. Issues fiscal year annual guidance. Produces Battalion YTG/YTC training plans. Conducts Yearly Training Management workshop. Synchronizes battalion and company training plans. Conducts Mid-term planning (120 days and out). Briefs State Leadership pertaining to RSP as required. Prepares a Deliberate Risk Assessment Worksheet (DRAW) prior to any major training event. Acts as the RSP liaison to Active Component training facilities in order to manage ARNG IADT Soldiers. Initiates MOS reclassification for required Soldiers at IADT. Initiates and tracks all Soldier State recalls with the State G1. Manages Vulcan LNO tickets for Soldier issues and resolution. Assists in obtaining medical documents for RSP Soldier medical issues incurred at training installations. Manages discharges from training posts. Manages IADT promotions. Manages student letters for all STO-1 Soldiers. Obtains/requests all STO-2 reservations through REQUEST. Manages Soldiers without a Reservation (SWAR) reports. Ensures Soldiers meet appropriate gates (90, 60, 45 days) prior to shipping to optimize training seat management. Manages DPRO No Future Reservation reports. Assists the State Initial Entry Training Resource Manager (IETRM) with four year projection of anticipated training seats requirements. Tracks Training Pipeline Loss (TPL) report on a monthly basis and processes separations. Compiles weekly shipper report. Performs QC on MEPS orders for shippers. Coordinates with the RSP Training Seat Management Specialist to maximize training seat utilization. Manage daily Status of Funds Report. Manage Phased Obligation Plan and RM Online regarding all MDEPs. Manage ULO and work with USPFO on de-obligations. Manage and track Contract packets. Maintain communication with NGB RM and USPFO POC. Manage DTS transactions and AGR Travel. Manage MIPRs and Funds Commitments. Assist in processing PRs in GFEBs. Ensure invoices are processed in WAWF. Track GOVCC status. Serve as level 2 member on the Program Budget Advisory Council. Manage UFR at state and at NGB.

---

### HRO ARMY AGR BRANCH POC:

SFC Minerva B. Manuel  
(808) 672-1314  
minerva.b.manuel.mil@mail.mil

---

### 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).

**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.

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