

**ARMY AGR VACANCY ANNOUNCEMENT**  
**ARIZONA ARMY NATIONAL GUARD**  
**ACTIVE GUARD AND RESERVE**  
**HUMAN RESOURCE OFFICE**  
5636 East McDowell Road, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: [www.dema.az.gov](http://www.dema.az.gov)

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ANNOUNCEMENT NUMBER: 25-005AR

DATE: 21 Jan 25

CLOSING DATE: 04 Feb 25

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

Human Resources NCO, PARA 102 LINE 03, E5, 42A

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**APPOINTMENT FACTORS:**

**OFFICER()**

**WARRANT OFFICER()**

**ENLISTED(X)**

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**LOCATION OF POSITION:**

0285 AV BN 02 HHC ASSAULT BAT, 5636 EAST MCDOWELL ROAD BLDG PHOENIX AZ

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**WHO MAY APPLY:**

Must be a current member of the AZ National Guard within the grade(s) of E4 and E5.

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**AREA OF CONSIDERATION:** This position is **open to the grades of: E4 to E5**. Individual selected will receive an AGR Tour with the Arizona Army National Guard. In order to be considered for this position's applicants must meet minimum qualifications as outlined on this announcement.

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**INSTRUCTIONS FOR APPLYING:** 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. Applications must be submitted following the instructions on this announcement. Applications are accepted through FTSMCS, please see FTSMCS INSTRUCTIONS located on DEMA website. If you are unable to login in to FTSMCS please check the email address associated with your CAC for accuracy on the RAPIDS Self-Service Online. If updates are needed it can be done at your nearest DEERS/RAPIDS Office. Incomplete applications will not be processed

1. \*REQUIRED\* Completed NGB 34-1
  2. AZNG Form 335-4-R
  3. All DD Form 214's or NGB Form 22's
  4. Provide all evaluations (NCOER/OER) from the last 5 years.
  5. Copy of most current ORB/ERB.
  6. Provide copy of NGB Form 23B
  7. Provide copy of Individual Medical Readiness Record (MEDPROS). PHA must have been completed within 15 months.
  8. Copy of most recent ACFT (DA Form 705-TEST). Profiles must be attached, if applicable.
  9. Proof of meeting body composition standards IAW AR 600-9 (within 6 months.) DTMS printout can be used. (DA Form 5500/5501, if applicable.)
  10. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11 )
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**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 42A**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

1. Must be 42A qualified or be able to become 42A qualified.
  2. Qualifying scores for 42A: (1) A physical demands rating of MODERATE (Gold). (2) A physical profile of 323222. (3) A security eligibility of SECRET. (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude. (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002. (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
  3. Must possess a SECRET clearance
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**APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
4. AGR soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR program manager.
5. Must possess the grade equal to or below that authorized for the AGR duty position.
6. Acceptance of an AGR position TERMINATES entitlements to be Selected Reserve Incentive Program (SRIP).
7. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
9. Must not be flagged in IPPS-A for weight, ACFT, security violations or pending any adverse actions

10. Applicants who answer “yes” to questions 8, or 12-17 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. DD214(s) that have unfavorable remarks to include; unsatisfactory performance, misconduct, dropped from the rolls (DFR), unsuitability/unfitness or in lieu of court-martial (AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11) are also ineligible to apply.
  11. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions.
  12. The Arizona National Guard, at its sole discretion, reserves the right to pursue waivers, when applicable, IAW AR 135-18, Table 2-2.
  13. M-Day applicants must have a current ACFT on file taken in the previous 12 months prior to announcement close date. Current on board AGR applicants must have a current record ACFT in the previous 6 months prior to announcement close date. Prior to acceptance or continuation in the AGR program all applicants must have a record ACFT on file in the previous 6 months.
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**SELECTING SUPERVISOR:**

MAJ Gillespie

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**BRIEF JOB DESCRIPTION:**

Responsible for Battalion level personnel management and administrative support of over 500 assigned personnel. Must have the ability to research and interpret military regulations and policies. Develop military correspondence and implement corrective action and serve as an advisor to nine subordinate unit representatives. Serves as an advisor to the commander for all personnel functions; manages, processes, reviews, and coordinates admin tasks pertaining to personnel accountability, strength management, evaluations, awards, promotions, reductions, incentive pay, and legal actions; processes needed updates to Soldiers electronic files. Will use the following programs IPPS-A, RCAS UPS/RPAM/MILPO, SharePoint, Microsoft Excel, Word, and PowerPoint

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**EQUAL OPPORTUNITY:**

The Arizona National Guard is an Equal Employment Opportunity Employer. Soldiers 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.