

ARMY AGR OTOT 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

ANNOUNCEMENT NUMBER: 25-0110T

DATE: 28 Jan 25

CLOSING DATE: 11 Feb 25

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
HUMAN RESOURCES SGT, PARA 211 LINE 05, E5, 42A

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED(X)
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LOCATION OF POSITION:

W7V0 WESTERN ARNG AV TNG SITE, 22440 EAST PINAL AIR PARK ROAMARANA AZ

WHO MAY APPLY:

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

AREA OF CONSIDERATION: This position is **open to current members of the Arizona Army National Guard in the grades of: E4 to E5**. The position is a ONE TIME ONLY TOUR. Individual selected will be on a ONE TIME ONLY TOUR of Active Duty Title 32 with the Arizona Army National Guard not to exceed a period of **1 years**. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

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. Completed NGB 34-1
 2. AZNG Form 335-4-R
 3. All DD Form 214's or NGB Form 22's
 4. NGB Form 23B.
 5. Provide copy of Individual Medical Readiness Record (MEDPROS). PHA must have been completed within 15 months.
 6. Proof of meeting body composition standards IAW AR 600-9 (within 6 months.) DTMS printout can be used in lieu of DA Form 5500/5501, if applicable
 7. Copy of most recent ACFT (DA Form 705-TEST). Profiles must be attached, if applicable.
 8. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11)
 9. Copy of ORB or ERB (must be validated within the last 90 days).
 10. Provide last 5 OERs or last 5 NCOERs, as applicable.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Arizona ARMY National Guard and qualify for and be placed in the following compatible MOS: 42A

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

1. Position is MOS Immaterial.
 2. Must possess a SECRET clearance
 3. KSA's: 1. Skill in written and oral communications. 2. Knowledge of Microsoft office products 3. Knowledge of Human Resource Operations. 4. Knowledge of DEERS Operations. 5. Ability to competently navigate HR Systems. 6. Ability to engage effectively with customers
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MINIMUM 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 OTOT 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 prevision 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 are not authorized for the position.
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. The Arizona National Guard, at its sole discretion, reserves the right to pursue waivers, when applicable, IAW AR 135-18, Table 2-2.

BRIEF JOB DESCRIPTION:

Performs and completes a variety of S-1 administrative actions while serving in the Brigade S-1; prepares and reviews correspondence; conducts annual records reviews; prepares personnel actions; processes request for orders, officer and enlisted promotions, state and federal awards, in and out processing, personnel evaluations, and reassignments; initiates and processes various HR transactions within IPPS-A; assists soldiers with updating their personnel records to include DD 93 and SGLV; processes DEERS actions as a verifying official and additional duties as assigned.

SELECTING SUPERVISOR:

LTC Thome