ARMY National Guard FTNGD-OS VACANCY ANNOUNCEMENT

DEPARTMENT OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS - ARIZONA
5636 E. McDowell Road
Phoenix, Arizona 85008-3495

ANNOUNCEMENT NUMBER: 15-002 **DATE: 06 Nov 15** **CLOSING DATE: 20 Nov 15**

POSITION TITLE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Marketing Assistant, PARA 0000 LINE 00, E4, 00F

APPOINTMENT FACTORS: **OFFICER( )** **WARRANT OFFICER( )** **ENLISTED(X)**

LOCATION OF POSITION:
Phoenix, AZ

WHO MAY APPLY:
Must be within the grades of E3 and E4

AREA OF CONSIDERATION: This position is **open to the grades of: E3 to E4. Individual selected will receive an FTNGD-OS Tour with the Arizona Army and/or Air National Guard. In order to be considered for this position's applicants must meet minimum qualifications as outlined on 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.** Applicants will submit their application via FTSMCS at https://ftsmcs.ngb.army.mil/protected/jobs/

1. DA Form 1058-R ADOS application
2. Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424) fill in blocks 1-4 and sign in block 5
3. DA Form 705 (APFT), within the last 6 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
4. DD Form 369 (Oct 2011) Police Record Check
5. Individual Medical Readiness Record (MEDPROS).
6. Must be able to possess a SECRET clearance
7. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record.
8. Photo copies of Last 3 NCOERs (if applicable)
9. Negative pregnancy test, reviewed by a doctor, 15 days prior to approved start date.

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
2. Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
3. Must not be listed on the National Sex Offender Public Website
4. Must receive favorable results after completing a DD Form 369 (Police Records check) fill out blocks 1-9 (b) and sign in block 11
5. Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR. To be scheduled upon selection
6. Must have favorable post selection results from:Department of Army Inspector General (DAIG); Criminal Investigation Division (CID); Office of Military Personnel File Review; Army Substance Abuse Program
7. Individual Medical Readiness Record (MEDPROS printout from Unit, not AKO medical readiness).
8. Must be able to possess a SECRET clearance
9. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down and SMOM 15-017, Screening of Title 32 Positions of Significant Trust and Authority (POSTA).
10. Must have a current Army Physical Fitness Test taken within 6 months of the start date.
11. Must meet the Army body fat standards IAW AR 600–9.
12. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
13. Permanent Change of Station (PCS) expenses are not authorized for this position.

BRIEF JOB DESCRIPTION:
Battalion Marketing Assistant supports the recruiting efforts of the AZARNG Recruiting and Retention Battalion. They directly affect the image of the ARNG, and the efforts of Recruiting and Retentions Noncommissioned Officers (RRNCO), ROTC personnel, Retention NCOs and others responsible with maintaining and improving personnel readiness within the ARNG. Marketing Assistant Specialist duties include, but are not limited to the following, Complete purchasing requests with multiple vendors such as the Government Purchasing Office (GPO), CACI, etc, while also filling out and maintaining proper paperwork such as SF-1s, Work order form 4044, etc., Input request orders through CACI, Transferring DA form 3161 and DA Form 2062 to respective Battalion personnel and companies, Creating Microsoft Excel tracking spreadsheets, Maintain inventory of retention items and Battalion assets, Making purchases t-shirt and other various purchases through local vendors, Properly filling out and maintaining DD250 receive form, Creating and ordering business cards, Communicate with magazine, internet, and newspaper vendors for ads. Take part in Battalion marketing events.

SELECTING SUPERVISOR:
R&R COMMANDER