

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

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ANNOUNCEMENT NUMBER: 15-003

DATE: 09 Nov 15

CLOSING DATE: 23 Nov 15

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**POSITION TITLE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
Rear Detachment CDR/AO, PARA 0000 LINE 00, O4, 00F

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<b>APPOINTMENT FACTORS:</b>	<b>OFFICER(X)</b>	<b>WARRANT OFFICER()</b>	<b>ENLISTED()</b>
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**LOCATION OF POSITION:**  
HHC 2ND 285TH AVN Phoenix, AZ

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**WHO MAY APPLY:**  
Must be within the grades of O4 and O4

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**AREA OF CONSIDERATION:** This position is open to the grades of: O4. 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.

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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.** Applicants will submit their application via FTSMCS at <https://ftsmcs.ngb.army.mil/protected/jobs/>

1. DA Form 705 (APFT), within the last 6 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
  2. DD Form 369 (Oct 2011) Police Record Check
  3. Individual Medical Readiness Record (MEDPROS).
  4. Must be able to possess a SECRET clearance
  5. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
  6. Negative pregnancy test, reviewed by a doctor, 15 days prior to approved start date.
  7. DA Form 1058-R ADOS application
  8. Copies of your last 2 OERs
  9. Copy of current form DA 759
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**POSITION COMPATIBILITY REQUIREMENTS:**  
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

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- MINIMUM APPOINTMENT REQUIREMENTS:**
1. Individual Medical Readiness Record (MEDPROS printout from Unit, not AKO medical readiness).
  2. Must be able to possess a SECRET clearance
  3. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down.
  4. Must have a current Army Physical Fitness Test taken within 6 months of the start date.
  5. Must meet the Army body fat standards IAW AR 600-9.
  6. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
  7. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
  8. Permanent Change of Station (PCS) expenses are not authorized for this position.
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**BRIEF JOB DESCRIPTION:**  
The Rear Detachment Commander/Administrative Officer will manage rear detachment command, administrative, training and logistical requirements for the all 2-285th Rear Detachment personnel, eight companies with approximately 240 personnel combined. Area of focus:  
Oversee, evaluate and report all training requirements for the battalion, both unit and individual training. Monitor usage of Man Days and funds designated for training and provide guidance on eligibility requirements. Schedule and coordinate use of training sites and facilities. Coordinates for equipment and supplies required for training activities, such as: training aids, training areas, and ammunition for training events. Regularly uses the following automated systems in order to perform the above duties: ATRRS, DTS, DTMS and others. Ensures the unit meets timely submission requirements for OERs, NCOERs, USR, Inventories and other administrative actions in support of the unit; oversees budget planning, execution and unit pay. Ensure the Battalion Maintenance Program meets FORSCOM Aviation Resource Management Survey (ARMS) inspection standards. Ensure companies and battalion comply with BDE set requirements, such as: SITREPs, FRAGO tasks, Staff Call slides, QRRB slides, reporting and CCIRs. Support pre-mobilization, mobilization and demobilization of 2-285th AHB forward deployed Soldiers and their families. Interface with Family Readiness Group throughout 2-285th AHB to include family unit update briefings; 24 months experience in command planning, organizing, and managing administrative, training and logistics functions at the company/battalion level; 01A Aviation Branch preferred, but not required. Prior mobilization experience desired.  
\*\* start date based off of availability of funds \*\*

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**SELECTING SUPERVISOR:**  
LTC Kuzinski