



4. Acceptance of a position at Peace Vanguard **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP), as it is in a TDA unit JFHQ.
  5. 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 Peace Vanguard and upon availability of funds from Program Manager.
  6. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
  7. Soldiers grade must be commensurate with the grade of the vacancy; voluntary demotions will not be authorized
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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. Must be MOS qualified to be eligible this FTNGD-OS position.
  4. 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.
  5. SM must have less than 1095days of concurrent FTNGD-OS, and 6 years of combined status in this functional duty status.
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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:**

1. Physical demands rating of medium.
  2. A physical profile of 323222.
  3. Must have a current Favorable ENTNAC, and the ability to obtain an interim clearance, with follow-on SECRET classification at final determination
  4. A U.S. citizen.
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**BRIEF JOB DESCRIPTION:** The position serves as the United States Army Flight Training Detachment (USAFTD) S-1 NCOIC supporting 140 assigned Soldiers and Airmen. Personnel will be required to conduct all administrative functions within USAFTD to include assisting with IMSO duties for Republic of Singapore Air Force (RSAF). Assigned personnel will be have a working knowledge of reviewing and processing personnel actions including pay, promotions, awards, board reviews, leave and passes, GIMS, line of duty investigations, DTS, maintenance of officer and enlisted records, accession and separation processing coordination, DEERS/RAPIDS input and ID card issuance. The incumbent will also, prepare, update, and coordinate NCOER and OER evaluations, assist with the updating Soldier records in SIDPERS, RCAS, iPERMS, coordinate PARs in MILPO for transfer, promotion, reduction and separation and update EMILPO actions; prepare and maintain functional files per Army Records Information Management System (ARIMS), and participates in RSAF training exercises as required (2 to 4 times per year). Incumbent must have a working knowledge of: Unit Retention, Security Manager/Classified materials, mail custodian operations, records management, DEERS and DTS.

**ADDITIONAL EXPERIENCE PREFERRED:** Have knowledge of unit, battalion and brigade HR operations; U.S. Government card holder process; My Unit Pay; Substance Abuse Prevention; DEERS ID Cards operations; Physical Fitness operations; Unit Public Affairs; DTS (Reviewer/ODTA); Automated Leave Tracking Module

**JOB PURPOSE:** Work as a one of the organizations primary human resource representatives and support liaisons to the RSAF assigned to the Peace Vanguard detachment. Assist in human resource process development and implementation that supports Peace Vanguard aviation training now and in the future.

Selecting Official: Commander Peace Vanguard