

# STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

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ANNOUNCEMENT NUMBER: 15-397AG      DATE: 20 AUG 2015      CLOSING DATE: 03 SEPT 2015

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

**Human Resource Officer, PARA 211C LINE 04, WO1-CW3, 420A**

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

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LOCATION OF POSITION:

**JFHQ, G-1 Phoenix, AZ 85008**

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**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is **open to current members of the Arizona Army National Guard in the grades of WO1 through CW3, or current predetermined 420A, with 4 years Active Service (AS)**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement.

**NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.**

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**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-4, 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.**

- a. NGB Form 34-1 (AGR Application (Nov 2013) (with signature and date). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZNG Form 335-4-R (Apr 1992).
- c. Individual Medical Readiness Record (MEDPROS printout from Unit)(not AKO medical readiness).
- d. DA Form 705 (APFT), within the last 5 years (ensure that height and weight are annotated). Profiles must be attached if applicable.
- e. Body Fat Worksheet (DA Form 5500-R) if applicable.
- f. Certified copy of current ORB (from OPM or unit MACOM).
- g. Photo copies of last five evaluations.
- h. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- i. All DD Form 214's or NGB Form 22's
- j. Memorandum to HRO to request an active service waiver for those with less than 4 years AS.

**USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.**

**\*\* We recommend that you have a member of your unit review your application prior to submission to our office. \*\***

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POSITION COMPATIBILITY REQUIREMENTS:

**The individual(s) must be a current member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 420A**

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**APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501.
2. Soldiers must meet the physical requirements of AR 600-9.
3. Must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
4. 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.
5. AGR soldiers will not be reassigned during the first 18 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the Recruiting and Retention Commander.

6. Must possess the grade equal to or below that authorized for the AGR duty position.
7. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
8. 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.
9. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
10. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
11. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) 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.
12. 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

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:**

1. Must demonstrate progressive responsible experience that exhibit the ability to perform assignments.
2. Applicant must have thorough knowledge of administration, personnel, reports, administrative systems (IPPS-A, SIDPERS, iPERMS, etc...), and general office management.
3. Applicant must be thoroughly familiar with National Guard and Department of the Army regulations and regulatory directives.
4. Applicant should have a strong background in MS SharePoint and knowledge of Structured Query Language (SQL)

**BRIEF JOB DESCRIPTION:**

Perform duties as a Human Resources Personnel Technician within the G1 section. Manage functions that support the Army's Human Resource (HR) and Personnel Information Management (PIM) systems. Interpret PIM technical guidance, regulations, MILPER messages and ALARACT messages for individuals, subordinates, BDE and Separate commanders pertaining to personnel matters. Monitors input to the DPRO, RMS, RCAS, EES, eMILPO and other automated/manual data systems used in human resources/personnel management. Manage the personnel orders and processing within MILPO Orders at the G1 level. Manage all PIM systems including requests for and revocation of access. Make decisions based on a variety of information sources, personnel, and command requirements in regards to personnel management. Initiates and prepares correspondence or messages to other organizations, both military and civilian, and individuals in response to requests for personnel information, policy or guidance. Monitor personnel actions in the SIDPERS database at the G1 level. Supervise military and civilian personnel engaged in specialized personnel and administrative related duties. Assist with the integration of the automated personnel boards systems for officer and enlisted promotions and other board actions. Write policy regarding use of PIM systems. Build and run systems reports, manage and modify databases, act as project lead for IPPS-A integration, and advise senior leaders administrative systems. Perform other duties as assigned.

**SELECTING SUPERVISOR:** Deputy Chief of Staff