

ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 629-4821; DSN 853-4821

WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 15-512AG

DATE: 27-Oct-2015

CLOSING DATE: 10-Nov-2015

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

ADMIN NCO, PARA 102 LINE 09, SGT, 31B20

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

LOCATION OF POSITION:

855 MP COMPANY, PHOENIX, AZ 85008

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 SPC/E4 to SGT/E5 who are 31B qualified or able to become 31B qualified within 12 months. 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.

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 ERB (from OPM or unit MACOM).
- g. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- h. All DD Form 214's or NGB Form 22's
- i. Resume

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. ****

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: 31B20 or those eligible to qualify in 12 months.

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 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 36 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.
13. Must possess a Secret Clearance.

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

- (1) A physical demands rating of moderately heavy.
- (2) A physical profile of 222221.
- (3) Red/green color discrimination.
- (4) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 Jul 2004.
- (5) A security eligibility of SECRET.
- (6) Meets all requirements for Personnel Reliability Program (PRP) qualifications.
- (7) Must possess a valid state motor vehicle operator license.
- (8) No objection to performing security duties in the vicinity of nuclear or chemical munitions stored or staged for military use.
- (9) No record of more than 15 days lost under section 972-10-USC.
- (10) No information in Provost Marshal Office, Intelligence Office, Military Personnel Record Jacket (MPRJ) or medical records which would prevent the granting of a security clearance under AR 380-67.
- (11) No record of pre-trial intervention or conviction by military or civil court of the following:
 - (a) Any offense involving force or violence.
 - (b) Any offense listed under AR 601-210, para 4-22 (misdemeanor), or similar offense not listed for which the maximum possible sentence exceeds 4 months of confinement.
 - (c) Two or more offenses within 5 years prior to the date of enlistment listed under AR 601-210, para 4-21 (minor non-traffic), or similar offense not listed for which the maximum possible sentence is less than 4 months confinement.
 - (d) Three or more minor traffic offenses as listed under AR 601-210, para 4-20 (minor traffic) during the 12 months period prior to entry on active duty (does not include traffic violations considered misdemeanor or felony by virtue of fine amount per AR 601-210.
 - (e) No pattern of behavior or actions that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority.
- (12) Minimum age of 18 at time of entrance on active duty.
- (13) No record of possession or use of any narcotic or non-narcotic drug as defined by Article 134, UCMJ and AR 600-50. (Personnel entering active duty may be granted waiver at Military Entrance Processing Station by the AHRC Security Interviewer DoD policy on cannabis use.)
- (14) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- (15) Formal training (completion of MOS 31B course conducted under the auspices of the U.S. Army Military Police School) mandatory.

BRIEF JOB DESCRIPTION:

Serves as the Human Resources Sergeant for a Military Police Company, consisting of 169+ Soldiers; responsible for the planning, directing and managing of all human resource aspects; supervises and manages the processing and tracking of all personnel actions, to include but not limited to; Awards; NCOERs; Promotions; Suspension of Favorable Actions; LOD and Profile management; Separations; Leaves and Passes; Military Pay; and responsible for timely Personnel Accounting and Strength Reporting (PERSTAT)

SELECTING SUPERVISOR: Maj Chun