

# **ARMY FTNGD-OS VACANCY ANNOUNCEMENT**

**ARIZONA ARMY NATIONAL GUARD  
ACTIVE GUARD AND RESERVE  
HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Phoenix, AZ 85008-3495**

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

**ANNOUNCEMENT NUMBER: 16-001**

**DATE: 13 October 2015**

**CLOSING DATE: 27 October 2015**

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

**HUMAN RESOURCE SGT, HHC 2/285<sup>TH</sup> AVN BN (PHOENIX) PARA 000 LINE 00, E5, 42A20**

**APPOINTMENT FACTORS: OFFICER ( )**

**WARRANT OFFICER ( )**

**ENLISTED (X)**

**LOCATION OF POSITION: HHC 2/285TH AVN BN, PHOENIX ARIZONA 85008**

**AREA OF CONSIDERATION:** This position is open to current members of the Arizona Army National Guard in the grade of SGT/E5. Individual selected will receive an FTNGD-OS Tour with the Arizona Army National Guard. In order to be considered for this position 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.**

- a. DA Form 1058-R ADOS Application
- b. DA Form 705 (APFT), within six months (ensure that height and weight are annotated).
- c. DA Form 5500-R Body Fat Worksheet (if applicable).
- d. Individual Medical Readiness Record (MEDPROS printout from Unit)(not AKO medical readiness).
- e. DD Form 369 (Oct 2011) Police Record Check.
- f. Certified copy of current ERB (from OPM or unit MACOM).
- g. Photo copies of Last 4 NCOERs.
- 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.

**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 the AGR office\*\***

**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must be a current member or be eligible to become a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 42A**

**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 not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions.
4. Permanent Change of Station (PCS) expenses are not authorized for this position.
5. Must be a member of the Arizona Army National Guard.
6. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).

**BRIEF JOB DESCRIPTION:**

The human resource SGT participates in occupational classification and management of manpower resources to include maintaining officer and enlisted personnel records and processing personnel actions concerning service members and their family members. Provides customer service to the staff and Soldiers of subordinate units and FTS members. Applies provisions and limitations of Freedom of Information and Privacy Acts. Prepares submittal letters to various support offices. Ensures mail and

interdepartmental/interoffice distribution is sorted and distributed daily. Prepares, reads and interprets SIDPERS data. Works with the 98<sup>TH</sup> AVN CSM to ensure that NCOER's are tracked and processed in SIDPERS and IPERMS. Works with the subordinate units to ensure NCOER rating schemes are kept up to date on a monthly basis. Ensures SIDPERS data is reconciled per appropriate regulatory guidance. Reviews personnel status documentation for completeness and accuracy and ensures data is posted to military records. Types military and non-military correspondence and forms in draft and final copy. Prepares and maintains files IAW the Army Records Information Management System (ARIMS). Inputs orders (AFCOS), and prepares requests for orders for various personnel actions; maintains suspense file and ensures proper submission and distribution of completed orders. Completes awards per regulatory requirements and supports awards ceremonies. Reviews research and verifies IPERMS transactions. Initiates, reviews, researches and processes MILPO transactions. Utilize LOD & AVS programs. Have the ability to communicate clearly both verbal and in writing. All other duties as assigned.

**SELECTING SUPERVISOR:**      MSG Perez