

ARMY FTNGD-OS VACANCY ANNOUNCEMENT

**ARIZONA ARMY NATIONAL GUARD  
HUMAN RESOURCE OFFICE  
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ANNOUNCEMENT NUMBER: 16-002

DATE: 13 October 2015

CLOSING DATE: 27 October 2015

POSITION TITLE, MAXIMUM AUTHORIZED MILITARY GRADE:

**IST/ISR COORDINATOR ASSISTANT, SPC/E-4**

APPOINTMENT FACTORS: OFFICER ( )

WARRANT OFFICER ( )

ENLISTED ( X )

LOCATION OF POSITION:

**AZARNG RRB, PHOENIX, AZ**

**AREA OF CONSIDERATION:** This position is open to current members of the Arizona Army National Guard (AZARNG) currently holding the grade of E-4/SPC. Individual selected will receive an FTNGD-OS tour through 30 September 2016 (excluding unit AT) with the AZARNG RRB. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

**INSTRUCTIONS FOR APPLYING:** The documents listed below **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 which documents are missing. This letter will include a short explanation explaining why the officer is eligible for the position. **Failure to follow the above instructions may result in a finding of ineligibility and may cause you to lose consideration for the position. All documents need to be submitted to HRO prior to closing date. POC SSG Ericksen.**

- (1) Individual Medical Readiness Record (MEDPROS printout from Unit, not AKO medical readiness).
- (2) DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
- (3) Body Fat Worksheet (DA Form 5500-R) if applicable.
- (4) Certified copy of current ERB
- (5) NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- (6) All DD Form 214's or NGB Form 22's
- (7) DA Form 1058-R ADOS application
- (8) DD Form 369 (Oct 2011) Police Record Check (complete blocks 1-9b and sign in block 11)
- (9) **All documents need to be submitted to HRO prior to closing date. POC SSG Ericksen.**

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

**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Must meet the physical requirements of AR 600-9.
3. 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.
4. Must be able to possess a SECRET clearance
5. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down and SMOM 15-017, Screening of Title 32 Positions of Significant Trust and Authority (POSTA).
6. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions.
7. Must meet additional screening requirements applicable to Positions of Significant Trust (POST) as outlined in SMOM 15-017 dated 16 JAN 15.
8. (3) Qualifying scores.
  - (a) A minimum score of 110 in aptitude area GT on the Armed Services Vocational aptitude Battery (ASVAB). Line score waivers will be considered for Soldiers with GT scores less than 110 provided the Soldier has a GT of 100 and an ST of 100 for ASVAB test administered prior to 2 January 2002 or a GT of 100 and ST of 96 on ASVAB tests administered on or after 2 January 2002.
9. 42A administrative skill set preferred, but not required.

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**BRIEF JOB DESCRIPTION:** Serves as assistant to the IST/ISR Coordinator. Must be well versed in RCAS, AUVS, RMS, MEDPROS, iPERMs, and all pertinent HR regulations. Will review and QC both incoming/outgoing IST packets for correctness/completeness and follow up with individuals, units, and other states for missing documentation to ensure the transfer happens in a timely manner. Will upload IST and ISR packets into iPERMs and coordinate with transferring Soldiers and the units they will be going to for Battle Hand Off monthly.

**SELECTING SUPERVISOR:** AZARNG RRB Commander