ARMY and/or AIR National Guard FTNGD-OS VACANCY ANNOUNCEMENT

DEPARTMENT OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS - ARIZONA
5636 E. McDowell Road
Phoenix, Arizona 85008-3495

ANNOUNCEMENT NUMBER: 16-004 **DATE: 15 Jan 16** **CLOSING DATE: 29 Jan 16**

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
MEB Assistant, PARA 0000 LINE 00, E6, 00F

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

LOCATION OF POSITION:
DCS, G-1 Phoenix, AZ

WHO MAY APPLY:
Must be a current member of the AZ National Guard within the grades of E4 and E6

AREA OF CONSIDERATION: This position is **open to the grades of: E4 to E6. Individual selected will receive an FTNGD-OS Tour with the Arizona Army and/or Air National Guard. In order to be considered for this position's 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.**

1. Applicants will submit their application via FTSMCS at https://ftsmcs.ngb.army.mil/protected/jobs/
2. DA Form 1058-R ADOS application - must be signed by your commander for approval
3. DA Form 705 (APFT), within the last 6 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
4. DD Form 369 (Oct 2011) Police Record Check
5. Individual Medical Readiness Record (MEDPROS).
6. Last 2 NCOER
7. Must be able to possess a SECRET clearance
8. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
9. Negative pregnancy test

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must have MOS of 68-series or 42-series
2. Must be able to possess a SECRET clearance
3. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down.
4. Must have a current Army Physical Fitness Test taken within 6 months of the start date.
5. Must meet the Army body fat standards IAW AR 600–9.
6. Permanent Change of Station (PCS) expenses are not authorized for this position.
7. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
8. Must receive favorable results after completing a DD Form 369 (Police Records check) fill out blocks 1-9 (b) and sign in block 11

BRIEF JOB DESCRIPTION:
The MEB Assistant is tasked with the preparation of medical administrative packets for submission to the MEB, PEB, and/or MAR2, as well as supporting Line of Duty (LOD), Incapacitation Pay (INCAP), and Medical Processing Orders lines of effort. Duties include: following up on Soldiers' Line of Duty-related medical bills, preparing reports, organizing and scanning documents into Soldiers' Health Readiness Record (HRR), accessing the MEDCHART suite of records in order to research and document Soldiers' medical history for submission to the boards, preparing and managing correspondence for transmission outside of the organization, record maintenance and filing, participation in medical readiness meetings and weekly case management staffing activities, directing Soldiers' inquiries to the appropriate office, preparing Line of Duty investigation correspondence, mailing correspondence and maintaining a tracking log of all certified mail, following up on inquiries for SM status, updating various tracking tools, contacting Soldiers for follow-up medical care, maintaining eCase records, and other duties as assigned.

SELECTING SUPERVISOR:
CPT Morehouse

CONTACT INFO:
SSG Ericksen
(DSN)
(Com) 602-629-4819
(Email) rebekah.f.ericksen.mil@mail.mil

EQUAL OPPORTUNITY:
The Arizona National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.