

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: 16-011

DATE: 10 Mar 16

CLOSING DATE: 24 Mar 16

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Human Resource SPC, PARA 0000 LINE 00, E4, 00F

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

LOCATION OF POSITION:
WAATS Marana, AZ

WHO MAY APPLY:
Must be a current member of the AZ National Guard within the grades of E1 and E4

AREA OF CONSIDERATION: This position is open to the grades of: E1 to E4. 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.** Applicants will submit their application via FTSMCS at <https://ftsmcs.ngb.army.mil/protected/jobs/>.

1. DA Form 1058-R ADOS application - must be signed by your commander for approval
 2. DA Form 705 (APFT), within the last 6 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
 3. DD Form 369 (Oct 2011) Police Record Check
 4. Individual Medical Readiness Record (MEDPROS).
 5. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record.
 6. Negative pregnancy test
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POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

- MINIMUM APPOINTMENT REQUIREMENTS:
1. Must be able to possess a SECRET clearance (please print ERB)
 2. Must meet the Army body fat standards IAW AR 600-9.
 3. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
 4. Permanent Change of Station (PCS) expenses are not authorized for this position.
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BRIEF JOB DESCRIPTION:
The Human Resource SPC supervises or performs personnel and administrative functions in support of a Battalion S1. Prepares personnel accounting and strength management reports, prepares and processes recommendations for awards and decorations and arranges for awards ceremony, prepares, updates and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremonies, apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Type's military and non-military correspondence in draft and final copy. Prepares and processes requests for transfer or reassignment. Processes bars to reenlistment, suspension of favorable personnel actions and other duties as instructed.

SELECTING SUPERVISOR:
MSG Bringham

CONTACT INFO:
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(DSN)
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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.