

ARMY 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: 16-024

DATE: 12 May 16

CLOSING DATE: 26 May 16

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Recruiting & Retention RSP Assistant, PARA 0000 LINE 00, E5, 00F

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

LOCATION OF POSITION:
AZ RECRUITING & RETENTION BN, 5636 E MCDOWELL RD PHOENIX, AZ

WHO MAY APPLY:
Must be a current member of the AZ National Guard within the grades of E4 and E5

AREA OF CONSIDERATION: This position is open to the grades of: E4 to E5. 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. Certified copy of current ERB
 3. Individual Medical Readiness Record (MEDPROS).
 4. All DD Form 214's or NGB Form 22's
 5. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
 6. DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
 7. last 3 NCOER's is applicable
 8. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11)
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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. A physical profile of 132221
 2. Qualifying scores – 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.
 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 (please print ERB)
 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. Desired understanding of the following systems, processes, and regulations: VULCAN, RCAS , IPERM, RMS
 7. Must possess a valid state motor vehicle license
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BRIEF JOB DESCRIPTION:
The RSP Assistant is responsible for performing and executing RSP duties as directed by the RSP NCO and Company leadership. These duties include, but are not limited to; the production of training schedules reflecting the Co YTC; assisting in the preparation of RSP weekend training activities and support; coordinating all administrative and logistical actions within the RSP. The RSP Assistant ensures systems (Vulcan, RMS, RCAS and iPERMS) are updated regularly. In addition to the duties listed above, the RSP assistant will assist RRNCOs in maintaining contact with the Soldiers from the time of enlistment through BHO, identifying and communicate any issues; ensures monthly RSP AARs from each Phase are completed and submitted to Co and initiate corrective actions based upon AAR comments, assist with integrating newly assessed Soldiers into the RSP; ensures welcome packets are up-to-date, complete and ready for RSP Cadre & Recruiters to disseminate. Responsible for contacting all RSP Soldiers assigned to their site at a minimum of once a month.

SELECTING SUPERVISOR:
R&R Commander

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.