

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: 16-025

DATE: 24 May 16

CLOSING DATE: 07 Jun 16

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Records Holding area Assistant, PARA 0000 LINE 00, E4, 00F

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

LOCATION OF POSITION:
JFHQ G-6 Phoenix, AZ Building M5356 and M5358 PPMR Phoenix, 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. Individual Medical Readiness Record (MEDPROS).
 3. DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
 4. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11)
 5. Negative pregnancy test - test must be taken within 2 weeks of announcement closing
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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 meet the Army body fat standards IAW AR 600-9.
 2. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
 3. Permanent Change of Station (PCS) expenses are not authorized for this position.
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BRIEF JOB DESCRIPTION:
Will aid in the re-organization in preparation for the move of the Army Administrative Services Branch. Organizing and packing records. Remove filing cabinets for records and add to the accordion shelving system. Assortment of approximately 90,000 files to be sorted, packed/boxed, labeled, and moved.

SELECTING SUPERVISOR:
CPT Martinez

CONTACT INFO:
SSG Ericksen
(DSN)
(Com) 602-629-4819
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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.