

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: 16-026

DATE: 31 May 16

CLOSING DATE: 14 Jun 16

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Freedom of Information Act Legal Assistant, PARA 0000 LINE 00, E5, 27D

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

LOCATION OF POSITION:
SJA BLD M5101, ADM SVC BLD M5358 Phoenix, AZ

WHO MAY APPLY:
Must be a current member of the AZ National Guard within the grades of E1 and E5

AREA OF CONSIDERATION: This position is open to the grades of: E1 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. Individual Medical Readiness Record (MEDPROS).
 3. Must be able to possess a SECRET clearance (attach copy of ERB)
 4. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
 5. DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
 6. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11)
 7. 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: 27D

- MINIMUM APPOINTMENT REQUIREMENTS:
1. 27D preferred
 2. Must meet the Army body fat standards IAW AR 600-9.
 3. Must meet the security clearance requirements of the position.
 4. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
 5. Permanent Change of Station (PCS) expenses are not authorized for this position.
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BRIEF JOB DESCRIPTION:
Experience in:

Comprehensive knowledge and skill in interpreting and applying statutory requirements of both the Freedom of Information and Privacy Acts.

Comprehensive knowledge of DOD and Army regulations, directives and instructions regarding FOIA and PA.

Ability to work at a sustained high level of productivity within the limits of short deadlines and other pressures.

The work involves a moderate amount of sitting and walking, a high degree of mental concentration and is conducted with many interruptions.

SELECTING SUPERVISOR:
CPT Martinez

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.