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: 16-033 **DATE: 18 Oct 16** **CLOSING DATE: 01 Nov 16**

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
RECRUITING & RETENTION NCO, PARA 0000 LINE 00, E6, 00F

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

LOCATION OF POSITION:
AZARNG REC & RET BN Phoenix/Tucson, AZ

WHO MAY APPLY:
Must be a current member of the AZ National Guard within the grades of E5 and E6

AREA OF CONSIDERATION: This position is **open to the grades of: E5 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.** 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. last 3 NCOER's
6. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11)
7. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
8. All DD Form 214's or NGB Form 22's
9. CERTIFIED copy of current ERB (please note CERTIFIED)

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. Must meet the physical requirements of AR 600-9
7. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
8. Permanent Change of Station (PCS) expenses are not authorized for this position.
9. Must be a member of the Arizona Army National Guard
10. Must not be under a suspension of favorable action (FLAG) for weight, APFT, security violations or pending any adverse actions
11. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).

BRIEF JOB DESCRIPTION:
Interview and counsel prospective enlistees. Gather individual data and prepare forms and documents incident to an enlistment. Maintain prospect data and files in a computer environment. Establish and maintain contacts with school officials, religious and civic leaders and groups; Present formal/informal talks on advantage of the Army National Guard to civic and service organizations and student bodies. Distribute and display recruiting publicity materials. Responsible for assisting units in their plans and programs to enlist quality individuals. Responsible for the technical assistance of retention/attrition management programs for the organizations with their support. Specific areas of responsibility are designated through written and oral instructions. Work is performed in compliance with regulations, policies and procedures. Evaluate the retention/attrition environment. Prepares and presents classes and/or briefings on ARNG programs, requirements, and the opportunities and benefits of membership for Soldiers, family members, employers and others as required. Advises commanders and leads on programs, members, employers and others as required. Advises commanders and leaders on regulations/policy governing bars to extensions /immediate reenlistment. Prepares and conducts training/seminars/meetings for attrition management personnel, officers, NCOs and other key personnel. Monitors and assists in matters pertaining to employer support of the Guard and Reserve program.

SELECTING SUPERVISOR:
RRR Commander

RRB Commander

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.