

**Statewide**  
**ARMY AGR VACANCY ANNOUNCEMENT**

**ARIZONA ARMY NATIONAL GUARD**

**ACTIVE GUARD AND RESERVE**

**HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Phoenix, AZ 85008-3495**

**PHONE (602) 629-4821; DSN 853-4821**

**WEBSITE: //dema.az.gov/azng-human-resources**

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**ANNOUNCEMENT NUMBER:** 16-036AG

**DATE:** 29-Jan-2016

**CLOSING DATE:** 8-Feb-2016

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

**HUMAN RESOURCES SGT, PAR/LIN: 001A/04, E4/SPC, 42A10**

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**APPOINTMENT FACTORS:** OFFICER ( )

WARRANT OFFICER ( )

ENLISTED (X)

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**LOCATION OF POSITION:**

**Western ARNG Aviation Training Site, Marana, AZ**

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**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is open to current members of the Arizona Army National Guard in the grades of E4/SPC. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement.

**NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.**

**NOTE: Must be able to become obtain secret security clearance.**

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**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-4, 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.**

- a. NGB Form 34-1 (AGR Application (Nov 2013) (with signature and date). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZNG Form 34-1
- c. AZNG Form 335-4-R (Apr 1992).
- d. Individual Medical Readiness Record (MEDPROS printout from Unit)(not AKO medical readiness).
- e. DA Form 705 (APFT), within the last 5 years (ensure that height and weight are annotated). Profiles must be attached if applicable.
- f. Body Fat Worksheet (DA Form 5500-R) if applicable.
- g. Certified copy of current ERB (from OPM or unit MACOM).
- h. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- i. All DD Form 214's or NGB Form 22's
- j. Resume

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**USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.**

**\*\* We recommend that you have a member of your unit review your application prior to submission to our office. \*\***

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**POSITION COMPATIBILITY REQUIREMENTS:**

**Must be able to obtain a secret security clearance.**

**MUST BE able to become 42A20 QUALIFIED within 12months of employment.**

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**APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. Must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.

4. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
5. AGR soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the Recruiting and Retention Commander.
6. Must possess the grade equal to or below that authorized for the AGR duty position.
7. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
8. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
9. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
10. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
11. Applicants who answer YES to questions 8, or 12-18 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
12. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions.
13. Must possess a Secret Clearance.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:**

- (1) A physical demands rating--N/A.
- (2) PULHES 323222
- (3) REQUIRED ASVAB SCORE(S) Clerical (CL): 90.
- (4) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, 601-280, and AR 135-18 as applicable.
- (5) Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.
- (6) 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.
- (7) Formal training
- (8) Must be able to possess a SECRET clearance
- (9) Must be in compliance with Frago I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down.

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**BRIEF JOB DESCRIPTION:**

The Human Resource SPC participates in occupational classification and management of manpower resources to include maintaining officer and enlisted personnel records and processing personnel actions concerning service members and their family members. Provides customer service to the staff and Soldiers of subordinate units and FTS members. Applies provisions and limitations of Freedom of Information and Privacy Acts. Prepares transmittal letters to various support offices. Ensures mail and interdepartmental/interoffice distribution is sorted and distributed daily. Prepares, reads and interprets SIDPERS data. Works with the WAATS CSM to ensure that NCOER's are tracked and processed in Sidpers and IPERMS. Works with the subordinate units to ensure NCOER rating schemes are kept up to date on a monthly basis. Ensures SIDPERS data is reconciled per appropriate regulatory guidance. Reviews personnel status documentation for completeness and accuracy and ensures data is posted to military records. Types military and non-military correspondence and forms in draft and final copy. Prepares and maintains files IAW the Army Records Information Management System (ARIMS). Inputs orders (AFCOS), and prepares requests for orders for various personnel actions; maintains suspense file and ensures proper submission and distribution of completed orders. Completes awards per regulatory requirements and supports awards ceremonies. Reviews research and verifies IPERMs transactions. Initiates, reviews, researches and processes MILPO transactions. Utilize LOD & AVS programs. Have the ability to communicate clearly both verbal and in writing. All other duties as assigned.

**SELECTING SUPERVISOR:** SFC Stephen Miller