

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: 16-038

DATE: 30 Nov 16

CLOSING DATE: 14 Dec 16

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Integrated Personnel and Pay System – Army (iPPS-A) ADOS Support, PARA 0000 LINE 00, E5, 00F

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

LOCATION OF POSITION:
PPMR, Bldg. M5710, Personnel Readiness Center, G1, Phoenix, AZ 85008

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. DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
 3. Photo copies of Last 3 NCOERs (if applicable)
 4. All DD Form 214's or NGB Form 22's
 5. CERTIFIED copy of current ERB (please note CERTIFIED)
 6. Negative pregnancy test - test must be taken within 2 weeks of announcement closing
-

POSITION COMPATIBILITY REQUIREMENTS:
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

MINIMUM APPOINTMENT REQUIREMENTS:
1. Security Clearance of Secret is required for 42As and an Information Technology (IT) Suitability/Trustworthiness Level 2 is required for non 42As

BRIEF JOB DESCRIPTION:
Perform duties related to data migration, testing, training, change management, and deployment of the Army Integrated Personnel and Pay System - Army (iPPS-A) system. Utilize National Guard policies, procedures, and regulations to provide support and serve as a liaison between Arizona and the Army National Guard (ARNG) G-1, Personnel Division (HRP). Review, monitor, and update personnel information utilizing the Reserve Component Automation System (RCAS), Standard Installation/Division Personnel System (SIDPERS), SIBxWEB, and the G-1 Portal.
Must have problem solving skills in relation to human resources systems and transactions; work autonomously with limited instruction; have experience with Microsoft Office programs; be knowledgeable with the SIDPERS Data Reference Manual (SDRM) and the SIDPERS Software User Manual (SUM).

SELECTING SUPERVISOR:
LTC Erik T. Schroeder

CONTACT INFO:
SSG Rebekah 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.