

# NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD  
ACTIVE GUARD AND RESERVE  
HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

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

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ANNOUNCEMENT NUMBER: **16-056AG**

OPEN DATE: 2-FEB-2016 CLOSING DATE: 23-Feb-2016

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
BATTALION S1, PARA and LINE 107-01 DMOS 42B, 1LT/O2 - CPT/O3

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

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## LOCATIONS OF POSITIONS:

HHC 1<sup>st</sup> BN 158<sup>th</sup> IN BN Phoenix, AZ 85005

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**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is open to both current members of the Arizona Army National Guard (AZARNG) and those qualifying for assessment into the AZARNG in the grade of 1LT through CPT. Individual selected will receive Active Duty Title 32 Tour with the AZARNG, based on the selectee's desire and potential to be a Human Resources Officer based on prior experience. 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 and assessment into the AZARNG at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

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**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-4, the documents listed below **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 which documents are missing. This letter will include a short explanation explaining why the officer is eligible for the position. **Failure to follow the above instructions may result in a finding of ineligibility and may cause you to lose consideration for the 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. AZ ARNG Form 34-1 (Jun 2004).
- c. AZNG Form 335-4-R (Apr 1992).
- d. Individual Medical Readiness Record (MEDPROS).
- e. DA Form 705 (APFT), within six months (ensure that height and weight are annotated). If selected without a current PT test, officer must be able to pass before initial hire. Profiles must be attached if applicable.
- f. Body Fat Worksheet (DA Form 5500-R) if applicable.
- g. Certified copy of current 2-1 or ORB (from OPM or unit MACOM).
- h. Photo copies of Last 5 OERs.
- i. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- j. All DD Form 214s or NGB Form 22s.
- k. Current DA photograph (taken within the last 12 months).
- l. Certified copies of all college undergraduate, graduate, and post-graduate transcripts.
- m. Officer Biographical Sketch in accordance with NGR 600-100, Appendix H.
- n. Letter of recommendation from the Commander.

**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:**

**The selected individual must be eligible to become a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 42B**

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Officers must meet the physical requirements of AR 600-9.
3. 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 18 months of their initial tour, except in the event of mobilization or force structure changes.
6. Must possess the grade equal to authorized grade 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 will 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.

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

- (1) Grade: 1LT through Captain.
- (2) Military Education: Officer Advanced Course.
- (3) Civilian Education: Baccalaureate is required. To be competitive, the undergraduate and post-graduate grade point average should be a minimum of 2.5 on a 4.0 scale.
- (4) Military Experience: Successful company-level command or significant primary staff leadership experience is preferred. Officer must have a minimum of 1 year time in grade as a 1LT in the ARNG or Active Duty Army (non-waiverable).
- (5) The desired traits for the Human Resources Officer include: experience in critical thinking, data analysis, prioritization, multitasking, mentoring, and organization skills. Documentation of professional training and experience is required in the nomination packet if applicable.
- (6) Ability to communicate effectively both orally and in writing.

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**BRIEF JOB DESCRIPTION:** Battalion Commander's principal Staff Officer for Human Resources (HR) support and advisor for HR matters. Maintain accountability of assigned and attached personnel within 1st Battalion 158th Infantry Regiment with an assigned strength of 850 Soldiers. Execute actions to include processing awards, evaluations, writing policies, developing Standard Operating Procedures (SOPs), and ensuring administrative compliance with Army Regulations and policies. Responsible for managing unit manning roster excess and vacancies to ensure appropriate slotting of personnel. Ensures timely and accurate personnel reporting on the Unit Status Report (USR) IAW AR 220-1. Responsible for updating Soldier records as required in eMILPO. Manage Personnel Status (PERSTAT) reports to ensure strength data reflects current task organization. Manage Soldier Readiness Processing (SRP) through updating SGLV Form 8286 (Servicemember's Group Life Insurance Election and Certification) and DD Form 93 (Record of Emergency Data). Advise the Battalion Commander on Officer Management matters. Serve as the Adjutant for the Battalion, developing the Battalion Commander's schedule and serving as the primary master of ceremonies for specific events/ceremonies. Responsible for understanding and assisting in protocol procedures according to Army Regulations, Policies, and Department of the Army Pamphlets. Supervises an administrative section as well as a Medical Readiness NCO. Performs other duties as assigned.

**SELECTING SUPERVISOR:** MAJ Mayeaux