

STATE WIDE  
**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: 16-243AG      OPEN DATE: 6-June-2016      CLOSING DATE: 20-June-2016**

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
HUMAN RESOURCES SPECIALIST, PAR/LIN: 124/07, SPC/E-4/42A10

**LOCATION OF POSITION:** HHC 158<sup>TH</sup> MEB, 5636 E. MCDOWELL RD, PHOENIX, AZ 85008

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**APPOINTMENT FACTORS:**    OFFICER    WARRANT OFFICER    ENLISTED

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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 grade of E-4/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.198012

NOTE: Must possess or be able to obtain a valid SECRET security clearance.

NOTE: Applicants must be 42A qualified or be eligible to become 42A qualified within 12 months of AGR tour starting date.

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**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-2, 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 (Application for Active Guard/Reserve (AGR) Position). 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 (13 Feb 98).
- c. AZNG Form 335-4-R (1 Apr 1992).
- d. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- e. Officer Evaluation Reports (OER) or/ Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement for the past 5 years if applicable.
- f. Certified copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate.
- g. Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)).
- h. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.
- i. Completed DA Form 705's (APFT), reflecting APFT and HT/WT history for the last 5 years (as applicable). Temporary profiles must be attached to account for APFT and HT/WT absences.
- j. Body Fat Worksheet (DA Form 5500-R) if applicable.
- k. All DD Form 214's or NGB Form 22's
- l. DD Form 369 (Oct 2011) Police Record Check

THE HUMAN RESOURCES OFFICE WILL NOT ACCEPT APPLICATIONS THAT ARE MAILED AT GOVERNMENT EXPENSE OR FORWARDED THROUGH A GOVERNMENT MAIL DELIVERY/DISTRIBUTION SYSTEM WITHOUT POSTAGE. FAXED APPLICATIONS FROM A GOVERNMENT PHONE NUMBER WILL NOT BE ACCEPTED. 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. \*\***

**POSITION COMPATIBILITY REQUIREMENTS:** The individual(s) must be a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: **ENL: 42A10 OFF: WO:**

MUST POSSES  ABLE TO QUALIFY

**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 AGR Program Manager.
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 a 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 12-16 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.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES: 42A**

- b. Physical demands rating and qualifications for initial award of MOS. Human resources specialists must possess the following qualifications:
- (1) A physical demands rating of light.
  - (2) A physical profile of 323222.
  - (3) Qualifying scores.
    - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
    - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
    - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
    - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
  - (4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory.
  - (5) A security eligibility of SECRET.
  - (6) Be a U.S. citizen.

**BRIEF JOB DESCRIPTION:** Review and process flagging actions and Bars to Reenlistment. Knowledge of the SIDPERS and RCAS databases for data entry of personnel actions. Quality control and process enlisted separations, conditional releases, and Inactive National Guard actions. Knowledge with iPERMS, eMILPO and the Quality Assurance process. Manages Federal and State Awards for the Headquarters Company. Knowledge of the Enlisted Promotions and Reductions. Conducts Soldier Readiness Processing and records reviews to include RYE date based monthly RPAM statement reviews. Perform AFCOS level 1 order input. Assist with administrative processing of LODs. Other duties as assigned commensurate with pay grade.

**SELECTING OFFICIAL:** Brigade S1 OIC