ARMY 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: 18-022
DATE: 04 Apr 18
CLOSING DATE: 18 Apr 18

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
AZARNG REC & RET BN / MARKETING ASSISTANT, PARA 0000 LINE 00, E5, 00F

APPPOINTMENT FACTORS: OFFICER( ) WARRANT OFFICER( ) ENLISTED( )

LOCATION OF POSITION:
Recruiting and Retention Phoenix, AZ 85008

WHO MAY APPLY:
Must be a current member of the AZ National Guard within the grade(s) of E5, E4, E3.

AREA OF CONSIDERATION: This position is open to the grades of: E5,E4,E3. 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/ or submit to SGT Rebekah Ericksen in the HRO office.

1. DA Form 1058-R ADOS application-must have a current signature from commander for each position applying for; also please LIST ANNOUNCEMENT NUMBER you are applying for in on this document or attach the announcement - this is a must
2. DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated). Profiles must be attached if applicable.
3. Body Fat Worksheet (DA Form 5500-R) if applicable
4. Individual Medical Readiness Record (MEDPROS).
5. All DD Form 214’s or NGB Form 22’s
6. last 3 NCOER’s is applicable
7. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11 )
8. CERTIFIED copy of ERB ( certified is not the same as validated and will result in disqualification)
9. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).

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

MINIMUM APPOINTMENT REQUIREMENTS:
1. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
2. Must meet the Army body fat standards IAW AR 600-9.
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 not be under a suspension of favorable action (FLAG) for weight, APFT, security violations or pending any adverse actions
6. 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
7. Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
8. Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
9. Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
10. Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR
11. Must not be listed on the National Sex Offender Public Website
12. Permanent Change of Station (PCS) expenses are not authorized for this position.
13. Must be a member of the Arizona Army National Guard
14. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
15. Must receive favorable results after completing a DD Form 369 (Police Records check) fill out blocks 1-9 (b) and sign in block 11
16. Must have favorable post selection results from: Department of Army Inspector General (DAIG); Criminal Investigation Division (CID); Office of Military Personnel File Review; Army Substance Abuse Program

BRIEF JOB DESCRIPTION:
Battalion Marketing Assistant supports the recruiting efforts of the AZARNG Recruiting and Retention Battalion. They directly affect the image of the ARNG, and the efforts of Recruiting and Retention’s Noncommissioned Officers (RRNCOs), ROTC personnel, Retention NCOs and others responsible for maintaining and improving
personnel readiness within the AZARNG. Marketing Assistant Specialist duties include, but are not limited to, the following: Complete purchasing requests with multiple vendors such as the Government Procurement Office (GPO), etc., while also filling out and maintaining proper paperwork such as SF-1s, Work Order form 4044s, etc., input request orders, transferring DA form 3161 and DA form 2062 into respective Battalion personnel and companies, creating Microsoft Excel tracking spreadsheets, maintain inventory of retention items and Battalion assets, assisting with making purchases of Recruiting and Retention Promotional Items (RRRPI) and other items through local vendors, properly filling out and maintaining DD250 receive form, communicating with magazine, internet and newspaper vendors for ads, taking part in Battalion marketing events, maintaining social media presence IAW regulations.

SELECTING SUPERVISOR:
MAJ Jon Gutierrez

CONTACT INFO:
SGT Ericksen
(DSN) (Com) 602-629-4819
(Email) rebekah.fericksen.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.