

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: 18-032

DATE: 11 May 18

CLOSING DATE: 25 May 18

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
MEB/LOD Assistant, PARA 0000 LINE 00, E4, 00F

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED()
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LOCATION OF POSITION:

G1 5636 E MCDOWELL RD PHOENIX AZ 85008

WHO MAY APPLY:

Must be within the grade(s) of E4, E3, E2, E1.

AREA OF CONSIDERATION: This position is open to the grades of: E4,E3,E2,E1. 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. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
 6. Copy of ERB
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POSITION COMPATIBILITY REQUIREMENTS:

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

MINIMUM APPOINTMENT REQUIREMENTS:

1. MOS – 68-series and 42A
 2. Tour end date -20180930 (Subject to availability of funds)
 3. Permanent Change of Station (PCS) expenses are not authorized for this position.
 4. Must meet the Army body fat standards IAW AR 600-9
 5. Must meet the security clearance requirements of the position.
 6. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
 7. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
 8. SECRET security clearance required
 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 MEB Assistant is tasked with supporting the preparation of medical administrative packets for submission to the MEB, PEB, and/or MAR2, as well as supporting Line of Duty (LOD), Incapacitation Pay (INCAP), and Medical Processing Orders lines of effort. Duties include: following up on Soldiers' Line of Duty-related medical bills, preparing reports, organizing and scanning documents into Soldiers' Health Readiness Record (HRR), accessing the MEDCHART suite of records in order to research and document Soldiers' medical history for submission to the boards, preparing and managing correspondence for transmission outside of the organization, record maintenance and filing, participation in medical readiness meetings and weekly case management staffing activities, directing Soldiers' inquiries to the appropriate office, preparing Line of Duty investigation correspondence, mailing correspondence and maintaining a tracking log of all certified mail, following up on inquiries for SM status, updating various tracking tools, contacting Soldiers for follow-up medical care, maintaining MEDCHART records, and other duties as assigned.

SELECTING SUPERVISOR:

CPT Morehouse

CONTACT INFO:

SGT 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.