

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

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ANNOUNCEMENT NUMBER: 19-013

DATE: 22 Apr 19

CLOSING DATE: Open Until Filled

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Military ID Card Administrator, PARA 0000 LINE 00, E5, 00F

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APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED()
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LOCATION OF POSITION:  
22440 E Pinal Airpark Road, SBAHP Building L4500, Red Rock, AZ 85145

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WHO MAY APPLY:  
Must be a current member of the AZ National Guard within the grade(s) of E5, E4, E3, E2, E1.

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AREA OF CONSIDERATION: This position is open to the grades of: E5,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.

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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 applications using one of three methods: (1) FTSMCS at <https://ftsmcs.ngb.army.mil/protected/jobs/> (2) hand deliver to SGT Rebekah Ericksen in the HRO office or (3) through email with the announcement number listed to [rebekah.f.ericksen.mil@mail.mil](mailto:rebekah.f.ericksen.mil@mail.mil).

1. DA Form 1058-R ADOS application-must have a current signature from commander for each position applying for; also please LIST ANNOUCEMENT 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)/legible DTMS printout acceptable for both PT test and height and weight. Profiles must be attached if applicable.
  3. Body Fat Worksheet (DA Form 5500-R) if applicable
  4. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
  5. Individual Medical Readiness Record (MEDPROS).
  6. Copy of ERB
  7. Last 2 NCOERs if applicable
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POSITION COMPATIBILITY REQUIREMENTS:  
The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

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- MINIMUM APPOINTMENT REQUIREMENTS:
1. Must possess a SECRET clearance
  2. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down
  3. Must meet the Army body fat standards IAW AR 600-9
  4. Must not be under a suspension of favorable action (FLAG) for weight, APFT, security violations or pending any adverse actions
  5. Permanent Change of Station (PCS) expenses are not authorized for this position.
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BRIEF JOB DESCRIPTION:  
Military ID card administrators issue standard Department of Defense identification cards to eligible retirees and military dependents. Active duty military personnel and civilian employees are issued specialized ID, called a Common Access Card, by ID card administrators. Before issuing military ID cards, the administrator must review source documents provided by applicants and verify eligibility using various computer databases. Military ID card administrators also discuss the level of health care and other entitlements available to eligible personnel issued ID cards. The military ID card administrator is the verifying official for card issuance and maintains the local Defense Enrollment Eligibility Reporting System for the Western ARNG Aviation Training Site. The military uses DEERS as one database to verify eligibility of military, retired and dependent personnel. Maintenance and data input into the Real-Time Automated Personnel Identification System, abbreviated RAPIDS, is also a part of the military ID card administrator's duties. Combined, DEERS and RAPIDS provides a military ID card administrator with all the information needed to issue the appropriate ID card to an applicant.

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SELECTING SUPERVISOR:  
WO1 Andrade, Jennifer

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CONTACT INFO:  
SGT Rebekah Ericksen  
(Com) 602-629-4819  
(Email) [rebekah.f.ericksen.mil@mail.mil](mailto:rebekah.f.ericksen.mil@mail.mil)

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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.