

ARMY and/or AIR 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: 19-019PV

DATE: 06 Aug 19

CLOSING DATE: 26 Aug 19

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
HUMAN RESOURCES OFFICER (01A), NATIONWIDE, PARA 500x LINE 01, W3, 01A

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

Silverbell AHP, Pinal Airpark, Red Rock AZ 85145

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**WHO MAY APPLY:**

Must be a current member of the National Guard within the grade(s) of O3, O2, O1, W3, W2, W1.

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**AREA OF CONSIDERATION:** This position is open to the grades of: O3,O2,O1,W3,W2,W1. 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 SSG Rebekah Ericksen in the HRO office or (3) through email with the announcement number listed to [rebekah.f.ericksen@mail.mil](mailto:rebekah.f.ericksen@mail.mil).

1. Individual Medical Readiness Record (MEDPROS).
  2. All DD Form 214's or NGB Form 22's
  3. Body Fat Worksheet (DA Form 5500-R) if applicable
  4. DA Form 4970 Cardiovascular screening (over 40 Soldiers) if applicable
  5. Individual Biographical Sketch and Civilian Resume
  6. 1058 R
  7. Photo copies of Last 5 OERs/NCOERs
  8. Copy of ORB
  9. Negative pregnancy test - test must be taken within 2 weeks of announcement closing
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**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 01A

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3
  2. Must meet the physical requirements of AR 600-9
  3. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
  4. PCS may 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 Peace Vanguard program and upon availability of funds from the Program Manager
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**BRIEF JOB DESCRIPTION:**

This position is the Human Resource Officer for Republic of Singapore's Peace Vanguard Program. Develops and maintains liaison with servicing agencies including the Department of the Army, Arizona Army National Guard Headquarters, Security Assistance Training Field Activity, Dept. of Army Medical Command, Office of Defense Cooperation, National Guard Bureau and the US Embassy Training Program Coordinator. Designs, manages and directs military personnel and administrative services to include but not limited to: personnel and pay actions, promotions, awards, evaluation reports, travel orders, records and accessions/separation processing. Assists uniformed personnel with the provisioning of assignment benefits to include all requisite Defense Enrollment and Eligibility Reporting System (DEERS) transactions as well as briefings and/or direct interactions with TRICARE. Assists with the management of personnel in a highly fluid and complex operating environment and as required perform certain functions in the absence of authority. Position requires an extensive propensity to learn Foreign Military Sales-specific operations/procedures and cross-cultural competencies. Familiarity with managing HR operations including SOP generation, HR web based administrative products, manpower management including forecasting and merger/acquisitions. Knowledge of contract administration and funding requirements for personnel. Incumbent must be flexible and able to operate within multiple echelons of commands and tasking's. Experience in Defense Travel System, Government Purchase Card, Billing Official, public notary duties are preferred.

To apply: email your application to SFC Kimberly Martin at [kimberly.a.martin94@mail.mil](mailto:kimberly.a.martin94@mail.mil) or hand carry to Peace Vanguard Detachment.

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**SELECTING SUPERVISOR:**

LTC PFEIFER, JEREMY

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**CONTACT INFO:**

SFC Kimberly Martin  
(Com) 520-750-5425  
(Email) kimberly.a.martin94.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.