

ARMY OTOT VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD
ACTIVE GUARD AND RESERVE
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 629-4804; DSN 853-4804
WEBSITE: www.dema.az.gov

ANNOUNCEMENT NUMBER: 19-032OT

DATE: 6 January 2019

CLOSING DATE: 13 January 2019

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
SR HUMAN RESOURCE NCO, PARA 103 LINE 02, SFC, 42A40

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X)

LOCATION OF POSITION:

253RD EN BN (WPP7T0), 20525 N. HWY 79, FLORENCE, AZ 85132

AREA OF CONSIDERATION: This position is a ONE-TIME OCCASIONAL TOUR in the Active Guard and Reserve Force and is **open to current M-Day and Technician members of the Arizona Army National Guard in the grades of E-5 through E-7**. Individual selected will be on a ONE-TIME OCCASIONAL TOUR of Active Duty Title 32 with the Arizona Army National Guard as a backfill behind the deployed AGR Soldier. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

*NOTE: Tour dates are subject to incumbent's Title 10 period of service or 31 August 2019, whichever comes first.

*NOTE: Applicants must be DMOSQ in current unit and completed required OES/NCOES at current grade.

*NOTE: If selected, there is no promotion opportunity while serving on an OTOT tour.

*NOTE: This announcement is MOS Immaterial.

*NOTE: PCS funds are unavailable.

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.)
- b. 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.
- c. Letters of recommendation or Noncommissioned Officer Evaluation Report (NCOER)/Officer Evaluation Report (OER) as required by the position announcement. Provide last 5 NCOER/OERs, as applicable.
- d. Certified copy of Enlisted Record Brief (ERB)/Officer Record Brief (ORB). Verify ASVAB line scores are annotated on the ERB.
- e. Statement of all active service performed. The following documents are acceptable – Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement. Must be within 1 year of Annual Ending Date (AYE).
- f. Certificate of Release or Discharge (DD Form 214(s), DD Form 220(s) and any accompanying DD Form 215(s) if applicable). If you have one of the above mentioned documents, ensure you include them in your packet. Failure to do so will result in your packet being disqualified.
- g. DA Form 1506 (Statement of Service) Title 10. (Active Duty applicants only.)
- h. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years. The ranks of SGTs and below are not required to have a current DA Photograph on file.
- i. AZNG Form 335-4-R (Apr 1992).

- j. DA Form 705 (APFT) or DTMS print out: last 5 Record APFTs (ensure that height and weight are annotated on DA 705). If selected, must have passed a record APFT within the last 6 months. Profiles must be attached if applicable.
- k. Proof of meeting body composition standards IAW AR 600-9 (within 6 months.) DTMS printout can be used. (DA Form 5500/5501, if applicable)
- l. DA Form 759, Individual Flight Record and Flight Certificate (Aviation Positions Only).
- m. DD Form 369 (Oct 2011) Police Record Check. **Only** fill out block 1 through 9b, and sign block 11.

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 current member or be eligible to become a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible AOC/MOS: MOS Immaterial

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 possess the grade equal to or below that authorized for the AGR duty position.
 4. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
 5. Permanent Change of Station (PCS) expenses is not authorized for this position.
 6. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
 7. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions.
 8. Applicants who answer YES to questions 8, or 12-18 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 (DFR), 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.
 9. The Arizona National Guard, at its sole discretion, reserves the right to pursue waivers, when applicable, IAW AR 135-18, Table 2-2 and NGR 600-5, Table 2-1.
 10. Soldier should possess or be able to possess a "Secret" security clearance as required for the position.
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:

Prefer the applicant has experience and background in HR policies and procedures

BRIEF JOB DESCRIPTION:

Performs duties of and supervises Battalion S1 and personnel services support activity. Advises Commander on Soldiers and personnel readiness and strength levels of subordinate units. Reviews consolidated reports, statistics, applications, separations and promotion packets. Prepares recommendations on personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Advises commander, adjutant and other staff members on personnel administration activities. Sets up and manages junior promotion boards. Manages HR systems for the BN to include SIDPERS, iPERMS, G-1 Portal, EES, DTMS, SibWEBX, RCAS, and DPRO.

NOMINATING OFFICIAL: MAJ GORDON SMITH

SELECTING OFFICIAL: LTC JOE MURDOCK