

STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

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WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 19-087AR

DATE: 5 August 2019

CLOSING DATE: 20 August 2019

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

AGR PAY/BUDGET NCO, PAR/LIN: 212/03, SSG/E6, 00F30

APPOINTMENT FACTORS: OFFICER ()

WARRANT OFFICER ()

ENLISTED (X)

LOCATION OF POSITION:

ARNG ELMT JFHQ-AZ, (W8AWAA), 5636 E MCDOWELL RD, Phoenix, AZ 85008

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is open to current members of the Army National Guard in the pay grade of **SSG/E6**. Individual selected will receive an Active Duty Title 32 Tour or will remain on their current Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

NOTE: PCS is subject to availability of funds.

NOTE: If you are within your stabilization period (18 months), approved waiver will be required before start date.

NOTE: Applicants must have a SECRET security clearance.

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) as required by the position announcement. Provide last 5 NCOERs as applicable.
- d. Certified copy of Enlisted Record Brief (ERB). 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)

- I. 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 placement in the following compatible MOS/AOC: 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 have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
4. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
5. AGR Soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR program manager.
6. Must possess the grade equal to or below that authorized for the AGR duty position.
7. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
8. Permanent Change of Station (PCS) expenses 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 Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
9. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
10. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
11. 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.
12. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:

- (1) 36B and 42A are preferred
- (2) Skill to maintain records and reports
- (3) Skilled with computer and Microsoft software products to produce reports, correspondence, and develop presentations
- (4) Ability to communicate with senior leadership and all levels of officer, warrant officers and enlisted personnel.
- (5) Ability to gather information and analyze data
- (6) Ability to multitask and possess good organizational skills
- (6) Possesses or able to obtain a Secret Clearance
- (7) Familiar with GPC Program
- (8) Familiar with GFEBs, DTS and DJMS

BRIEF JOB DESCRIPTION:

Forecasts and maintains AGR Travel budget for the AGR force. Ensures accuracy of and processes DTS authorizations and vouchers for all AGR travel. Processes AGR PCS travel/creates FMZs in GFEBs; input AGR tour renewal orders; in process new hires/create initial tour order; Researches and resolves pay issues; answers pay inquiries and reviews source pay documents for authenticity, accuracy, and completeness. Verifies Unit Commander Pay Report data against suspense items to ensure proper collections and entitlements. Participates in quarterly budget meetings with HRO and USPFO. Performs SIDPERS, IPERMS, AFCOS, FTSMCS transactions for all AGR personnel. Track and process ADOS announcements; create purchase requisitions in GFEBs for supply and training purchases; assist with AGR announcements and other duties as assigned.

Selecting Official: Col Sweeney

Nominating Official: CPT Brennan