

# NATIONWIDE 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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**ANNOUNCEMENT NUMBER: 19-091AR    DATE: 20 August 2019    CLOSING DATE: 10 September 2019**

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

**HUMAN RESOURCE OFF, PAR/LIN: 107/05, CW3, 420A0**

**APPOINTMENT FACTORS:    OFFICER:    WARRANT OFFICER: X    ENLISTED:**

**LOCATION OF POSITION:**

98TH AVN TRP CMD, (W8Y8AA), 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 Arizona (ARMY) National Guard or those eligible to become a members. **Must be in the ranks of WO1-CW3 (420A), AG Warrant Officer Candidates, or predetermined 420A by the closing of this announcement.** Individual selected will receive an 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:** Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.198012

**NOTE:** Applicants must possess a current SECRET security clearance.

**NOTE:** Applicant selected for this position must gain FEDREC and pass WOC Schools in order to maintain position. If requirements are not met, individual will be removed and placed in a position equal to previously held rank if available.

**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 Officer Evaluation Report (OER) as required by the position announcement. Provide last 5 OERs, as applicable.
- d. Certified copy of Enlisted Record Brief (ORB). Verify ASVAB line scores are annotated on the ORB.
- 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.
- 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)

1. DD Form 369 (Oct 2011) Police Record Check. **Only** fill out block 1 through 9b, and sign block 11.

**USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. 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. \*\***

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#### **POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must be a current member of the Arizona (ARMY) National Guard and must meet the eligibility requirements to possess the MOS/AOC: **Must be: AG WO1 - AG CW3, AG Warrant Officer Candidates, or predetermined 420A by the closing of this announcement.**

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#### **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. 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.
  4. 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.
  5. Must possess the grade equal to or below that authorized for the AGR duty position.
  6. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
  7. 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.
  8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
  9. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
  10. Applicants who answer "yes" to questions 8, or 12-17 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. 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) are also ineligible to apply.
  11. 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.
  12. 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.
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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION**

1. Principles of personnel management.
  2. Experience managing personnel systems transactions.
  3. Experience with the use of SIDPERS, SIBxWeb, iPERMS, eMILPO, RCAS, RPAM and all other Army HR systems.
  4. Knowledge of strength management concepts.
  5. Knowledge of recruiting and retention concepts.
  6. Skilled in providing timely and accurate personnel information to senior leadership.
  7. Moderate knowledge of Microsoft programs.
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**BRIEF JOB DESCRIPTION:**

Manages functions which support the Guard's Human Resource (HR)/Personnel Management systems, serves as the HR Technician of a Brigade (BDE). Monitors input into all primary HR Information Systems which include but are not limited to eMILPO, Integrated Personnel and Pay System (IPPS-A); SIDPERS (NG); RCAS; DPRO; iPERMS; EES; Leave Log; MEDPROS; GEARS. Must be proficient in and manage basic office automation (e.g. Word, Excel, Power-Point, and Access). Supervises military personnel on specialized administrative actions and related duties. Makes decisions based on a variety of information sources; interprets regulations to include deciphering MILPER/ALARACT messages for individuals, subordinates, commanders, and directors. Initiates and prepares correspondence in response to requests for information, policy or guidance. Monitors and manages the full spectrum of HR for the Combatant Commander to include Strength Management, Postal, Casualty and Replacement Operations, and Reassignments. Duties could also include all types of orders processing, Awards, Evaluations, Promotions, Military Pay Functions, Sponsorship Program and Records Management. Works with the subordinate units to ensure OER rating schemes are kept up to date on a monthly basis, and processes all OER's within the BDE.

**Nominating Official:** LTC Peter Huble

**Selecting Supervisor:** COL Gregory Hartvigsen