

# STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

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**ANNOUNCEMENT NUMBER: 19-0100AR DATE: 10 September 2019 CLOSING DATE: 24 September 2019**

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

**TRAINING NCO, PAR/LIN: 202/04, SSG, 25Q30**

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

**LOCATION OF POSITION:**

CO A, 422D EXPED SIG BN (WVNXA0), 615 N. CENTER ST, MESA, AZ 85201

**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 in the ranks of **SGT/E5 through SSG/E6**. 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: 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 be able to meet qualifications for and become 25Q MOS qualified within 12 months.**

**NOTE: Must have or be able to pass a background check and obtain a Top Secret security clearance within the first 12 months of hire. Must be able to pass a credit check and capable of attaining a government purchase card (GPC).**

**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 NCOER, 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)
- l. 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: **25Q Qualified or Must meet qualifications for and become MOSQ within 12 months of being hired**

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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) MOSQ 25Q and have minimum of 12 months of experience (post AIT).
  - (2) Extensive knowledge of DTMS and other training systems and applications.
  - (3) Possesses knowledge of training and training resource policies, regulations and procedures.
  - (4) Possess current security clearance (minimum Secret) and be able to obtain a Top Secret within 12 months of hire.
  - (5) A physical demands rating of Moderate (Gold).
  - (6) A physical profile of 111221.
  - (7) Normal color vision.
  - (8) Qualifying scores.
    - (a) A minimum score of 100 in aptitude area EL and 100 in aptitude area SC in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
    - (b) A minimum score of 98 in aptitude area EL and 98 in aptitude area SC on ASVAB tests administered on and after 2 January 2002.
  - (9) Ability to read, comprehend and clearly enunciate English.
  - (10) Ability to work for extended hours, weekends and short notice travel.
  - (11) A U.S. citizen.
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**BRIEF JOB DESCRIPTION:**

Serves as the unit's Training NCO; responsible for uploading and maintaining unit training functions in Digital Training Management System (DTMS) to include: inputting unit TARGET data, creating and submitting unit training schedules, requesting unit resources, tracking platoon and company AAR's, and updating individual soldier data; prepares unit training budgets and submits unit ammunition forecasts using Total Ammunition Management Information System (TAMIS); responsible for requesting training sites and ranges for the unit using Range Facility Management Support System (RFMSS); prepares and submits unit convoy requests; submits and tracks applications in Army Training Requirements and Resources System (ATRRS) for Soldiers in the unit to attend schools and courses including: PME, DMOSQ, Additional Duty's, and ASI's; ensures travel authorizations and vouchers are submitted for soldiers in the unit going TDY in Defense Travel System (DTS); inputs individual active duty orders for soldiers in the unit using Automated Fund Control Order System (AFCOS); assists unit Readiness NCO in performing and processing unit pay functions using My Unit Pay (MUP); assists unit Readiness NCO with administrative functions in his absence to include: promotions and advancements, award submission and tracking, flagging actions, and updating soldier records using Interactive Personnel Electronic Records Management System (IPERMS). Regularly travels TDY for full-time training, site surveys, planning conferences, higher headquarter working groups and mobilization readiness events.

**Nominating Official:** MAJ Kevin Budak

**Selecting Supervisor:** LTC Peter Huble