

ARMY 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

ANNOUNCEMENT NUMBER: 21-0001 ADOS

DATE: 11 SEP 2020

CLOSING DATE: 18 JAN 21

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
AVIATION ADMINISTRATION PARA 000 LINE 00, E5, 00F

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(x)

LOCATION OF POSITION:

WESTERN ARNG AVN TNG SITE, 22440 E PINAL AIRPARK RD RED ROCK AZ

WHO MAY APPLY:

Must be a current member of the AZ National Guard within the grade(s) of E1-E5.

AREA OF CONSIDERATION: This position is open to the grades of: E1-E5. 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.

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 by emailing it to ng.az.azarnng.list.hro-webmaster@mail.mil. **Please combine all documents into one PDF file if sending by email.**

1. Proof of meeting body composition standards IAW AR 600-9 (within 6 months.) DTMS printout can be used. (DA Form 5500/5501, if applicable.)
 2. DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated)/legible DTMS printout acceptable for both PT test and height and weight. Profiles must be attached if applicable.
 3. Provide copy of NGB Form 23B
 4. Provide copy of Individual Medical Readiness Record (MEDPROS). PHA must have been completed within 12 months.
 5. Provide copy of last 5 NCOERs (as applicable.)
 6. Certified copy of Enlisted Record Brief (ERB).
 7. DA Form 1058 ADOS application-must have a current signature from commander for each position applying for; also please LIST ANNOUNCEMENT NUMBER you are applying for in on this document or attach the announcement - this is a must.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 00F

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions. Must meet the physical requirements per AR 600-9.
 2. Permanent Change of Station (PCS) expenses are not authorized for this position.
 3. Orders are subject to availability of funds.
 4. Applicants cannot reach 18 year lock.
 5. Applicant cannot be in violation with the 1095 Rule.
 6. Number of positions - 1.
 7. Position is MOS Immaterial.
 8. All applications must be identified by announcement number. Either attach announcement (itself) or hand write announcement number on DA Form 1058.
 9. Must be able to possess a SECRET security clearance
 10. Must not be within (6) months of mandatory removal or Expiration Term Of Service (ETS)
 11. Period of Tour: Oct 2020 - 30 SEP 2021.
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SELECTING SUPERVISOR: LTC Brett Snyder

BRIEF JOB DESCRIPTION:

Duties and responsibilities include providing administrative support to ensure efficient operation of the LUH maintenance office. Supports supervisors/managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Reports to LUH maintenance officer. Performs other duties as assigned. .

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.

CONTACT INFO:

1. Do not submit application to FTSMCS. All applications must be received by the date shown on the front of this announcement in person, email, or mail.

Email applications to ng.az.azarnng.list.hro-webmaster@mail.mil. **Please combine all documents into one PDF file if sending by email.**

Front Desk (Com) 602-629-4800