

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

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ANNOUNCEMENT NUMBER: 21-004PV

DATE: 18 Feb 21

CLOSING DATE: 17 Mar 21

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
HUMAN RESOURCES OFFICER (NATIONWIDE), PARA 500x LINE 01, W4, 01A

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APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED()
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**LOCATION OF POSITION:**

24641 E. Pinal Air Park Road, Bldg L4650, Red Rock, AZ 85145

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**WHO MAY APPLY:**

National Guard applicants include those within the grade(s) of O3, O2, W4, W3 and W2 and those eligible for Arizona Army National Guard membership

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**AREA OF CONSIDERATION:** This position is open to the grades of: O3,O2,W4,W3,W2. 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.

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**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.azarng.list.hro-webmaster@mail.mil](mailto:ng.az.azarng.list.hro-webmaster@mail.mil).

1. Provide copy of Individual Medical Readiness Record (MEDPROS). PHA must have been completed within 12 months.
  2. All DD Form 214's or NGB Form 22's
  3. Individual Biographical Sketch and Civilian Resume
  4. Copy of ORB
  5. Photo copies of Last 5 OERs
  6. DA Form 1058 ADOS application-must have a current signature from commander for each position applying for; also please LIST ANNOUCEMENT NUMBER you are applying for in on this document or attach the announcement - this is a must.
  7. Da Form 5500 / 5501 Body Fat worksheet (if applicable)
  8. DA Form 4970 Cardiovascular screening (over 40 Soldiers) if applicable
  9. Negative pregnancy test - test must be taken within 2 weeks of announcement closing
  10. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
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**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 01A

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must be MOS qualified to be eligible for this FTNGD-OS position.
  2. Must possess a SECRET clearance
  3. Must meet the medical fitness standards for retention per AR 40-501, chapter 3
  4. Must meet the physical requirements of AR 600-9
  5. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
  6. Must not be flagged in IPPS-A for weight, security violations or pending adverse actions
  7. PCS 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 Peace Vanguard program and upon availability of funds from the Program Manager
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**BRIEF JOB DESCRIPTION:**

This position is the Human Resources Officer for the United States Army Flight Training Detachment, supporting the Republic of Singapore's Peace Vanguard Program. Develops and maintains liaison with servicing agencies including the Department of the Army, Arizona Army National Guard Headquarters, Security Assistance Training Field Activity, Dept. of Army Medical Command, Office of Defense Cooperation, National Guard Bureau and the US Embassy Training Program Coordinator. Designs, manages and directs military personnel and administrative services to include but not limited to: personnel and pay actions, promotions, awards, evaluation reports, travel orders, records and accessions/separation processing. Assists uniformed personnel with the provisioning of assignment benefits to include all requisite Defense Enrollment and Eligibility Reporting System (DEERS) transactions as well as briefings and/or direct interactions with TRICARE. Assists with the management of personnel in a highly fluid and complex operating environment and as required perform certain functions in the absence of authority. Position requires an extensive propensity to learn Foreign Military Sales-specific operations/procedures and cross-cultural competencies. Familiarity with managing HR operations including SOP generation, HR web based administrative products, manpower management including forecasting and merger/acquisitions. Knowledge of contract administration and funding requirements for personnel. Incumbent must be flexible and able to operate within multiple echelons of commands and tasking's. Experience in Defense Travel System, Government Purchase Card, Billing Official, and public notary duties are preferred.

To apply: email your application to SSG Todd Russ at [todd.v.russ@mail.mil](mailto:todd.v.russ@mail.mil).

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**SELECTING SUPERVISOR:**

LTC Jack Denton

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**CONTACT INFO:**

SSG Todd Russ

(Com) 520-750-5428

(Email) todd.v.russ.mil@mail.mil

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**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.