

**NATION WIDE**  
**ARMY OTOT VACANCY ANNOUNCEMENT**

**ARIZONA ARMY NATIONAL GUARD**  
**ACTIVE GUARD AND RESERVE**  
**HUMAN RESOURCE OFFICE**  
5636 East McDowell Road, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: [www.dema.az.gov](http://www.dema.az.gov)

**ANNOUNCEMENT NUMBER: 21-0100T    DATE: 1 December 2020    CLOSING DATE: Until Fill**

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
RECRUITING & RETENTION NCO, PARA TBD, SSG, 00F34

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

**LOCATION OF POSITION:**

**RECRUITING AND RETENTION BATTALION; Various Arizona Locations**

**AREA OF CONSIDERATION:** This position is ONE TIME ONLY TOUR in the Active Guard and Reserve Force and is open to current members of the Army National Guard and those eligible to become members of the Arizona Army National Guard in the pay grade of **SPC(P)/E4 through SSG/E6**. Individual selected will be on a ONE TIME ONLY TOUR of 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.**

**NOTE: This announcement is for positions throughout Arizona**

**NOTE: Must be able to qualify for a "SECRET" security clearance**

**NOTE: If selected, there is no promotion opportunity for the OTOT position.**

**NOTE: PCS funds are unavailable.**

**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-4, the documents listed below **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 which documents are missing. This letter will include a short explanation explaining why the officer is eligible for the position. **Failure to follow the above instructions may result in a finding of ineligibility and may cause you to lose consideration for the 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 and type of security clearance 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.
- 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. DD Form 1506 (Statement of Service) Title 10 applicants only.
- g. 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.
- h. AZNG Form 335-4-R (Apr 1992).
- i. DA Form 705 (APFT) or DTMS print out: last 5 Record APFTs (ensure that height and weight are annotated on DA 705). Profiles must be attached if applicable. Current APFT will be within 6 months for Active Duty Status and 12 months for Reservist.

- j. Proof of meeting body composition standards IAW AR 600-9 (within 6 months). DTMS printout can be used. (DA Form 5500/5501, if applicable)
- k. NGB Form 22s (if applicable). This is a National Guard separation document. If you have previously separated from the National Guard, this document will be required in your packet.
- 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 AND GOVERNMENT MAIL SYSTEM TO SEND APPLICATIONS. APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL. SOLDIERS WHO ARE DEPLOYED MAY SUBMIT HIS/HER APPLICATION USING THE EMAIL ADDRESS OF [NG.AZ.AZARNG.LIST.HRO-WEBMASTER@MAIL.MIL](mailto:NG.AZ.AZARNG.LIST.HRO-WEBMASTER@MAIL.MIL)**

**\*\* 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 or be eligible to become a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 00F34**

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#### **MINIMUM 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

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#### **POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY REQUIREMENTS**

**Reference: ALARACT 188/2014, HQDA EXORD 193-14 Screening of Sexual Harassment/ Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust and Authority.**

**Note:** Applicants applying for POST positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary ADOS status until NGB Level Checks come back favorable.

- 1) Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- 2) Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- 3) Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- 4) Must not be listed on the National Sex Offender Public Website
- 5) Must receive favorable results after completing a DD Form 369
- 6) Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- 7) Must have favorable results from:
  - a. Department of Army Inspector General (DAIG)

- b. Criminal Investigation Division (CID)
- c. Office of Military Personnel File Review
- d. Army Substance Abuse Program

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

- (1) A physical demands rating--N/A.
- (2) A physical profile of 132221.
- (3) Qualifying scores.
  - (a) A minimum score of 110 in aptitude area GT on the Armed Services Vocational Aptitude Battery (ASVAB). Line score waivers will be considered for Soldiers with GT scores less than 110 provided the Soldier has a GT of 100 and an ST of 100 for ASVAB test administered prior to 2 January 2002 or a GT of 100 and ST of 96 on ASVAB tests administered on or after 2 January 2002.
- (4) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, 601-280, and AR 135-18 as applicable.
- (5) Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.
- (6) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- (7) SQI "4" and formal training is preferred
- (8) Must possess a "SECRET" security clearance
- (9) Must be in compliance with FRAGORD I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down

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**BRIEF JOB DESCRIPTION:** Interview and counsel prospective enlistees. Gather individual data and prepare forms and documents incident to an enlistment. Maintain prospect data and files in a computer environment. Establish and maintain contacts with school officials, religious and civic leaders and groups; Present formal/informal talks on advantage of the Army National Guard to civic and service organizations and student bodies. Distribute and display recruiting publicity materials. Responsible for assisting units in their plans and programs to enlist quality individuals. Responsible for the technical assistance of retention/attrition management programs for the organizations with they support. Specific areas of responsibility are designated through written and oral instructions. Work is performed in compliance with regulations, policies and procedures. Evaluate the retention/attrition environment. Prepares and presents classes and/or briefings on ARNG programs, requirements, and the opportunities and benefits of membership for soldiers, family members, employers and others as required. Advises commanders and leads on programs, members, employers and others as required. Advises commanders and leaders on regulations/policy governing bars to extensions /immediate reenlistment. Prepares and conducts training/seminars/meetings for attrition management personnel, officers, NCOs and other key personnel. Provides family assistance during mobilization. Monitors and assists in matters pertaining to employer support of the other duties as assigned.

**Nominating Official:** LTC Harrell

**Selecting Official:** BG Baldwin