

**ARMY AGR OTOT VACANCY**  
**ARIZONA ARMY NATIONAL GUARD**  
**ACTIVE GUARD AND RESERVE**  
**HUMAN RESOURCE OFFICE**  
5636 E. McDowell Road, Phoenix, AZ 85008-3495  
PHONE: (602) 629-4804; DSN 853-4804

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**ANNOUNCEMENT NUMBER: #21-0700T      DATE: 15 SEP 2021      CLOSING DATE: 30 SEP 2021**

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**POSITION TITLE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
**HUMAN RESOURCE NCO (RPAM NCO) 209C/03, SSG, 42A30**

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

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**LOCATION OF POSITION:**

ARNG ELMT JFHQ-AZ (W8AWAA), 5636 EAST MCDOWELL ROAD, PHOENIX, AZ 85008

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**AREA OF CONSIDERATION:** This position is a ONE TIME ONLY TOUR in the Active Guard and Reserve Force and is open to current members of the Arizona Army National Guard (AZARNG) currently holding the grade of 42A30/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 on the reverse of this announcement.

**NOTE: Must be 42A30 Qualified.**

**NOTE: Applicant must have a current SECRET clearance**

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**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 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)

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**\*\* 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: 42A30

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**MINIMUM APPOINTMENT REQUIREMENTS for fulltime AGR (does not apply for OTOT):**

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 be qualified in any MOS.
  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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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:**

Experience with the use of RCAS (RPAMNext), IPPS-A, iPERMS. Must be able to communicate effectively with Leaders, and Soldiers at all levels.

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**BRIEF JOB DESCRIPTION:** Responsible for establishing and maintaining retirement records; establish the anniversary year and accurately calculate service; update RPAM records with supporting documentation provided by units/Service members; determine service requirements to qualify for retirement for non-regular service; prepare and issue notifications of eligibility for retired pay for non-regular service; update IPPS-A with Survivor Benefit Plan (SBP)/Reserve Component Survivor Benefit Plan (RCSBP) elections; advise Service members on the steps to apply for retired pay for non-regular service; determine reduced retirement age eligibility for members who served on active service under certain authorities; correct/update RPAM records through PER, ORG and D02 error files from NGB and DFAS; conduct daily audit of the IPPS-A Submitted TINS report; correspond with members of the RPAM community to ensure information learned is distributed across the 54.

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**Nominating Official:** LTC Joseph Mayeaux

**Selecting Supervisor:** COL Margaret Bielenberg