

ARMY AGR VACANCY ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

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WEBSITE: www.dema.az.gov

ANNOUNCEMENT NUMBER: 22-062AR DATE: 11 January 2022 CLOSING DATE: 27 January 2022

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND AOC:

EXECUTIVE OFFICER – ADMINISTRATIVE OFFICER, O3, 01A

APPOINTMENT FACTORS: OFFICER (X)

WARRANT OFFICER ()

ENLISTED ()

LOCATION OF POSITION:

Recruiting and Retention BN (W90CAA) – 5636 E MCDOWELL ROAD, PHOENIX, AZ 85008

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is open to **current** M-Day and Technician members of the Arizona Army National Guard in the rank and grade of **CPT/O3** with an AOC of **01A**. The 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: 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.198012.

NOTE: PCS is subject to the availability of funds.

NOTE: Applicant must possess AOC 01A and have corresponding PME.

NOTE: Applicant must possess a SECRET or above security clearance.

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. AZ ARNG Form 34-1 (12 Feb 1998);
- c. AZNG Form 335-4-R (Apr 1992);
- d. Certified copy of Officer Record Brief (ORB);
- e. 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;
- f. Provide last five Officer Evaluation Reports (OERs), as applicable;
- g. 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.
- h. 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;
- i. DA Photograph in Military uniform taken within the last 24 months;
- j. DA Form 705 Army Combat Fitness Test Scorecard (Diagnostic), or Army Physical Fitness Test Scorecard (Record), or DTMS print out: last 5 Record APFTs (ensure that height and weight are annotated on DA 705); 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. 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;
- m. DD Form 369 (Oct 2011) Police Record Check. **Only** fill out block 1 through 9b, and sign block 11;

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

ALL APPLICATIONS MUST BE RECEIVED BY THE CLOSE OF BUSINESS OF THE CLOSING DATE SHOWN ON THE FRONT AND TOP OF THIS ANNOUNCEMENT. IF YOU ARE DEPLOYED YOU MAY EMAIL YOUR APPLICATION; PLEASE COMBINE ALL DOCUMENTS INTO ONE PDF FILE IF SENDING BY EMAIL. ng.az.azarnng.list.hro-webmaster@army.mil

**** We recommend that you have a member of your unit review your application prior to submission to our office. ****

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 must meet the eligibility requirements to possess the AOC: **O1A**

MUST POSSESS ABLE TO QUALIFY

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. MOSQ MOS/AOC: Open to ALL AOCs.
 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. 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 12-18 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.
 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.
 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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BRIEF JOB DESCRIPTION:

Serves as primary assistant to the Recruiting and Retention Battalion Commander (RRB CDR) and is responsible for directing, supervising, coordinating, and training the staff section. Remains prepared to assume duties of the RRB CDR in his absence. Performs duties needed to ensure that the subordinate recruiting units remain manned, trained, equipped, and resourced to operate when directed by the RRB CDR. Directs staff tasks, conducts staff coordination, and ensures efficient and prompt staff responses to given suspense to include use and supervision of leave through the Full Time Support Management Control System. Ensures all efforts are made to meet AZ ARNG end strength objectives using the three tenet mission of the RRB. Assists and advises the RRB CDR concerning Strength Maintenance operations, training, administration and personnel matter. Tracks day-to-day operations of all sections and ensures proper daily manning. Required to track all individual and collective training, ensure operations and training compliance in accordance with the Standards and Evaluations. Responsible for the accuracy and maintenance of the unit training calendar, required to complete and submit weekly/monthly staff slides. Ensures compliance of the RSP (Recruitment Sustainment Program) Company's unit training throughout the state. Provides management oversight and guidance to budget formulation and execution processes. This position accomplishes budget functions in support of organizational and Federal National Guard operations, training, and readiness missions and maintains staff responsibility over complex annual budgets. The incumbent is recognized as a technical authority regarding fiscal and budgetary policy, law, and regulatory guidelines for the organization. Will regularly use and manage the following systems to monitor/execute budget: DTS (Defense Travel System), DTMS (Digital Training Management System), Verizon Wireless online, USBank access online, and VCSS (GSA) and PCOLS (Purchase Card Online System). Review, monitor, and submit all requests for ADOS/FTNGD and

Technician hires. Supervises, monitors, and submits pay actions for full time and temporary technicians employed under the RRB in coordination with HRO and USPFO. Will also use DCPDS/DISA (Defense Civilian Pay System).

Nominating Official: MAJ Gordon J. Smith

Selecting Official: COL Zoe M. Ollinger
