

ARMY AGR ONE TIME OCCASIONAL TOUR

ANNOUNCEMENT

ARIZONA ARMY NATIONAL GUARD

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

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WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 16-231AG

DATE: 23 MAY 2016

CLOSING DATE: 06 JUNE 2016

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

BATTALION ADMINISTRATIVE OFFICER, PARA 106 LINE 01, MAJ, 12A

APPOINTMENT FACTORS: OFFICER (X)

WARRANT OFFICER ()

ENLISTED ()

LOCATIONS OF POSITION:

HHC 253rd ENGINEER BATTALION (WPP7T0), FLORENCE, AZ

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members of the Arizona Army National Guard (AZARNG) in the grade of MAJ.** Individual selected will be put on T32 orders on an **AGR one time occasional tour** for 14 months. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of 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 temporary AGR status under Title 32, USC.

NOTE: This will be a One Time Occasional Tour (OTOT) for a period of 14 months.

Soldier accepting the position for an OTOT will sign the Certificate of Agreement and Understanding for OTOT prior to orders being approved.

NOTE: M-Day Soldiers with 15 years or more of Active Federal Service may not apply.

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). Ensure that you annotate both announcement number and position title on the top of page one of the application.
- b. AZ ARNG Form 34-1 (13 Feb 98).
- c. AZNG Form 335-4-R (1 Apr 1992).
- d. 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.
- e. Officer Evaluation Reports (OER) or/ Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement for the past 5 years (if applicable).
- f. Certified copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as applicable.
- h. Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). Or a certified DA Form 1506 will be accepted for Soldiers currently serving in a Title 10 status.
- i. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.
- j. Completed DA Form 705's (APFT), reflecting APFT and HT/WT history for the last 5 years (as applicable). Temporary profiles must be attached to account for APFT and HT/WT absences.
- k. Body Fat Worksheet (DA Form 5500-R) if applicable.
- l. All DD Form 214's or NGB Form 22's
- m. Certified copies of all college undergraduate, graduate, and post-graduate transcripts.
- n. Officer Biographical Sketch in accordance with NGR 600-100, Appendix H.
- o. Letter of recommendation from the Commander (optional).

THE HUMAN RESOURCES OFFICE WILL NOT ACCEPT APPLICATIONS THAT ARE MAILED AT GOVERNMENT EXPENSE OR FORWARDED THROUGH A GOVERNMENT MAIL DELIVERY/DISTRIBUTION SYSTEM WITHOUT POSTAGE. FAXED APPLICATIONS FROM A GOVERNMENT PHONE NUMBER WILL NOT BE ACCEPTED. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.

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

POSITION COMPATIBILITY REQUIREMENTS:

The selected individual must be a member of the Arizona (ARMY) National Guard and be in the rank of MAJ.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be a member of the Arizona Army National Guard
2. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
3. Officers must meet the physical requirements of AR 600-9.
4. Applicant cannot reach 18 years of federal active service as a result of OTOT orders.
5. Applicant will not be reassigned during the tenure of the tour, except in the event of mobilization or force structure changes.
6. Permanent Change of Station (PCS) expenses are not authorized for this position.
7. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program, one time occasional tour.
8. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions.
9. 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 (DRF) 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.

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

1. Knowledge of the methods, systems and administrative processes for accomplishing the work of an organization.
 2. Ability to analyze complex problems and apply sound judgment to determine effective solutions.
 3. Ability to communicate effectively, both orally and in writing.
 4. Skilled with computer and Microsoft software products to produce reports, correspondence, and develop presentations.
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BRIEF JOB DESCRIPTION: Responsible for carrying out the commander's plans and programs for the accomplishment of the objectives of the command. Acts on behalf of the Commander between IDT and AT periods to accomplish training and operational goals and objectives. Provides guidance and assistance to subordinate units for scheduling and conducting training. Coordinates with other staff elements to ensure all required equipment and supplies are available to support training activities. Ensures coordination with external agencies for conducting Field Training Exercises (FTX) or Command Post Exercises (CPX) occurs. Provides guidance and assistance to subordinate units in the preparation of readiness reports. Supervises a full time force of 22 personnel. Advises subordinate full-time unit support personnel on training, career development, NCOES, and officer professional training requirements. Provides direction and supervision to the Personnel and Logistics sections. Ensures that all personnel and logistics functions are completed correctly and in a timely manner to support training and operations. Maintains and supervises the maintenance program between drill periods. Ensures that the Commanders Safety Policy is enforced. Conducts continuing review of command programs and activities to insure that assigned units are effectively progressing toward the desired readiness status. Recommends to the Commander policy and procedures or changes and develops detailed instructions for implementation by staff sections, and subordinate units. Provides direction to and coordinates activities of each staff section of the headquarters between drills. Provides required reports and provides briefings. Responsible for the proper utilization and maintenance of National Guard armories and other facilities of the command. Arranges with state ARNG officials for repair, upkeep and custodial services for the facilities. Ensures that proper security measures are established and followed. Performs other duties as assigned.

SELECTING SUPERVISOR: Brigade Administrative Officer