

STATE WIDE
ARMY AGR VACANCY ANNOUNCEMENT
ARIZONA ARMY NATIONAL GUARD ACTIVE GUARD AND RESERVE
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 16-267AG

OPEN DATE: 23 JUN 16

CLOSING DATE: 8 JUL 16

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

AIIDE-DE-CAMP, ARNG ELMT JFHQ-AZ, 200/10, O3

LOCATION OF POSITION: PAPAGO PARK MILITARY RESERVATION, 5636 E. MCDOWELL ROAD, PHOENIX, ARIZONA 85008

APPOINTMENT FACTORS: OFFICER WARRANT OFFICER ENLISTED

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 in the ranks of 1LT O2 to CPT/O3. 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 on the reverse of this announcement.

NOTE: Max grade for this position will not exceed CPT/O3

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-4, 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). 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 appropriate.
- g. Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)).
- h. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.
- i. 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.
- j. Body Fat Worksheet (DA Form 5500-R) if applicable.
- k. All DD Form 214's or NGB Form 22's
- l. DD Form 369 (Oct 2011) Police Record Check
- m. Must have a current valid security clearance. Provide verification memorandum from the Personnel Security Office verifying current security clearance status.

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 individual(s) must be a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: **ENL:** **OFF:** 01A00 **WO:**

MUST POSSES 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. 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 Recruiting and Retention Commander.
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 (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.
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

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

- Knowledge of training, pay, budget, logistics, administration, recruiting, public regulations, military personnel management, maintenance protocol, military and Fiscal Law.
- Knowledge of Army National Guard and active Army organization procedures and customs.
- Skills in executive level oral and written communications and the ability to develop working relationships with Executive Assistants across DEMA.
- Ability to provide a variety of administrative services and protocol support to senior officers.
- Ability to organize, track and complete a variety of special projects requiring customer service skills and managing multiple projects simultaneously.

QUALIFICATIONS: Must possess the ability to represent the AZNG in public forums, meetings, and community events. Provides coordination and synchronization between the various Army Commands and Staff and other Agencies outside the AZNG.

BRIEF JOB DESCRIPTION: This position is located at State Headquarters and serves as a program coordinator for the Arizona Army National Guard (AZARNG) Aide-De-Camp. Responsible for planning, coordinating and synchronizing all events and engagements for the AZARNG Command Group in a garrison environment. Assists the Command Group in synchronizing the efforts of the staff by understanding and communicating purpose and intent; assists in the management of all correspondence; ensures that documents requiring signature are prepared appropriately; prepares read-ahead documents for review prior to events and meetings. Creates and implements systems to streamline processes and to create efficiencies within the AZARNG. Serves as a point of contact (POC) for the AZARNG on all Congressional and Gubernatorial requests for assistance or inquiries. Coordinate and organize the daily work for the Command Group to include coordination of Defense Travel System (DTS) orders and authorizations, Exceptions to Policy (ETP), awards, evaluations and Entry Evaluation System (EES) management, date file management and the staffing process. Manage the Command Group's calendar. De-conflict and prioritize meetings, track and update meetings/events. Coordinate closely with the Secretary of the Adjutant General and DEMA Deputy Director's Executive Assistant. Services as the lead protocol POC for the command group of the AZARNG. Additional responsibilities include monitoring the implementation and execution of various AZARNG programs and assisting in matters inherent to the Command Groups operations. Conducts research and analysis of regulatory data regarding command structures, state level authorizations, organizational and program responsibilities. Reviews applicable guidance, collaborates with higher headquarters, determines available management options, and presents alternative actions/solutions to the Command Group. Drafts supplemental regulations, policies, guidance, publication, and comprehensive reports which may include statistical data and evaluations. Assists with budget execution and tracking, on behalf of the Command Group, in regards to travel accounts for the staff directorates, the USPFO, and other subordinate command elements. Performs other duties as assigned.

SELECTING OFFICIAL: Name: COL Cammie Spence, Email: cammie.l.spence.mil@mail.mil, Phone: 602-267-2720
