

ARMY National Guard FTNGD-OS VACANCY ANNOUNCEMENT

DEPARTMENT OF THE ARMY AND AIR FORCE  
JOINT FORCE HEADQUARTERS - ARIZONA  
5636 E. McDowell Road  
Phoenix, Arizona 85008-3495

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ANNOUNCEMENT NUMBER: 19-011

DATE: 03 Apr 19

CLOSING DATE: Open until filled

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
RECRUITING AND RETENTION ASSISTANT, PARA 0000 LINE 00, E5, 01A

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APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED()
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**LOCATION OF POSITION:**

AZ RECRUITING & RETENTION BN, 5636 E MCDOWELL RD PHOENIX AZ 85008

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**WHO MAY APPLY:**

Must be a current member of the AZ National Guard within the grade(s) of E5, E4, E3, E2, E1.

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**AREA OF CONSIDERATION:** This position is open to the grades of: E5,E4,E3,E2,E1. Individual selected will receive an FTNGD-OS Tour with the Arizona Army and/or Air National Guard. In order to be considered for this position's applicants must meet minimum qualifications as outlined on this announcement.

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**INSTRUCTIONS FOR APPLYING:** 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.** Applicants will submit their applications using one of three methods: (1) FTSMCS at <https://ftsmcs.ngb.army.mil/protected/jobs/> (2) hand deliver to SGT Rebekah Ericksen in the HRO office or (3) through email with the announcement number listed to [rebekah.f.ericksen.mil@mail.mil](mailto:rebekah.f.ericksen.mil@mail.mil).

1. DA Form 1058-R ADOS application-must have a current signature from commander for each position applying for; also please LIST ANNOUCEMENT NUMBER you are applying for in on this document or attach the announcement - this is a must
  2. DA Form 705 (APFT), within the last 12 months (ensure that height and weight are annotated)/legible DTMS printout acceptable for both PT test and height and weight. Profiles must be attached if applicable.
  3. Body Fat Worksheet (DA Form 5500-R) if applicable
  4. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
  5. Individual Medical Readiness Record (MEDPROS).
  6. DD Form 369 (Oct 2011) Police Record Check (fill out blocks 1-9 (b) and sign block 11 )
  7. Copy of ERB
  8. last 3 NCOER's if applicable
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**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 01A

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Tour start and end dates – 5 months from start date (eligible to be extended)
2. Duty Locations – Phoenix/Tucson
3. Please email application WITH ANNOUCEMENT NUMBER to [rebekah.f.ericksen.mil@mail.mil](mailto:rebekah.f.ericksen.mil@mail.mil) if you are having issues uploading your application to FTSMCS website
4. 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.
5. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
6. Must be able to pass the 3 event APFT
7. Must meet the Army body fat standards IAW AR 600-9
8. Permanent Change of Station (PCS) expenses are not authorized for this position.
9. A physical profile of 132221
10. Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.
11. Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
12. Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
13. Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
14. Must have favorable results from: Department of Army Inspector General (DAIG), Criminal Investigation Division (CID), Office of Military Personnel File Review, Army Substance Abuse Program
15. Must not be listed on the National Sex Offender Public Website
16. Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
17. Must receive favorable results after completing a DD Form 369
18. Qualifying scores – 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.

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**BRIEF JOB DESCRIPTION:**

Support the Recruiting BN. 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. 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 Guard and Reserve program. Provides retention interview training.

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**SELECTING SUPERVISOR:**

MAJ AuBuchon

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**CONTACT INFO:**

SGT Rebekah Ericksen

(Com) 602-629-4819

(Email) rebekah.f.ericksen.mil@mail.mil

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**EQUAL OPPORTUNITY:**

The Arizona National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.