

Arkansas Army National Guard

Announcement for 3 Year One Time Occasional Tour (OTOT)

PENDING FUNDING

Position Vacancy Announcement

SECTION I: Administrative

(Authority: Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5)

Position Title: Strength Maintenance	Position Number: 18-243F	Open Date: 10 November 2018 Close Date: 23 November 2018
MOS/Branch of Position: OOF	Position PULHES: 132221	Enlisted Not to Exceed: SSG/E-6
HRO Point of Contact		Duty Location
Human Resource Office Telephone#: (501) 212-4201		Recruiting and Retention Fort Smith, Arkansas

SECTION II: Area of Consideration

Members of the Arkansas Army National Guard.

SECTION III: Qualification Requirements *(Upon selection for this position, individual must possess or initiate a National Agency Check with Inquiries (NACI) background investigation. A favorable determination based upon investigative results is mandatory for this position. Failure to meet these requirements will result in termination of employment.)*

Note: Onboard AGRs must have completed 18 months in current assignment

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Minimum grade of SPC/E-4. Military Occupational Specialty (MOS) immaterial. Applicant must not serve more than 17 years of Active Federal Service as a result of this duty. The Soldier must not have served on any combination of operational support orders for more than three years out of the preceding four years. The Soldier must not be able to qualify for sanctuary as a result of the duty unless a waiver is approved by the Department of the Army National Guard (DARNG) prior to the publication of the order. Pregnancy is a disqualifying factor for this duty. A current Periodic Health Assessment (PHA) within 12 months is required. Soldiers with outstanding medical issues (temporary profiles) are not eligible for this duty. Reference regulations- Army Regulation 40-501 Standards of Medical Fitness dated 14 Dec 2007, and NGB-ARH Policy Memo #06-023 guidance for Title 32 (T32) Full-Time National Guard Duty Operational Support (FTNGDOS) programs, dated 21 Apr 2006.

SECTION IV: Placement Factors

The AR ARNG is seeking only the best-qualified applicants for these positions. The selected applicant's performance will demonstrate a history of exceeding military standards. Skill in making contacts, interviews, and counseling. Knowledge of marketing or working with publicity material. Ability to speak in front of large groups. Ability to work with diverse groups. Skill in working with regulations or applying policy. Skill in sales or training. Typing speed of 35 words per minute desirable. Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. Extensive travel required within area of assignment. Weekend and evening work involving telephone prospecting are necessary to meet required objectives. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Selectee will provide proof that he/she has been tested for HIV within 2 years prior to the start of the tour of duty. All female Soldiers selected will be required to undergo pregnancy testing within 15 days prior to initiation of the period of active duty. Must meet Army medical retention standards in accordance with standards of Chapter 3, AR 40-501. Applicant must have a valid drivers' license without restrictions. Army Accident Avoidance Course is required for this position if nominated. Permanent Change of Station (PCS) funding for duty greater than 179 days is subject to approval by the respective program manager.

SECTION V: Summary Of Duties

The incumbent assists in contacting, interviewing, and counseling civilian (and prior service) personnel leading to obtaining qualified applicants for enlistment into the Arkansas Army National Guard. Assists in contacting prospective AGR applicants, religious and civic leaders and others to present the Arkansas Army National Guard as an employment and career opportunity. Assists in presenting formal and informal talks on advantages and benefits of the Army National Guard

at civic and service organizations and schools. Assists in distributing and displaying recruiting publicity material. Assists in discussing individual aims and goals to include security, personal aptitudes, training opportunities, job satisfaction, stability, and advancement. Upon selection the incumbent will be assigned a specific geographical area (which will include various cities throughout the state) of responsibility for recruiting. Assists in Direct Ship processing, marketing and advertising, automation and operations. Performs other duties as assigned. Researches Soldier care issues utilizing personnel systems such as Interactive Personnel Electronic Records Management System (iPERMS), Reserve Component Automation System (RCAS) Web, Unit Personnel System (UPS), Command Management System (CMS) and Director's Personnel Readiness Overview (DPRO). Maintains and updates monthly slides for coordinating staff meetings. Receives and processes requests for Defense Travel System (DTS). Assists officers and enlisted personnel in daily operations. Performs other duties as assigned.

SECTION VI: Instructions for Applying. Applications must be emailed to HRO. The email address for HRO is: ng.ar.arang.mbx.hro-jobs@mail.mil. E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format. Evaluation will be based on the

qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement.

Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained on a separate attachment. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given.

Submit the following required attachments to the DA 1058 R in the order listed below

- a. **FTNGDOS Checklist** with required signatures.
- b. **DA Form 1058-R (July 93)**. DA Form 1058-R must be signed in original ink.
- c. **ARNG Form 1058-1R (July 2002 or August 2004)**
 - * **GO Letter of Acknowledgement** if over 1,095 rule.
- d. **MEDPROS Individual Medical Readiness (IMR) Report** with current PHA date within the last year.
 - * Soldiers with any type of profile (permanent or temporary), must include a current copy of their DA Form 3349. Ht/Wt must be listed on either the IMR or DA 705, or both.
- e. **DA Form 705**, APFT Scorecard (must be within 12 months). Ht/Wt must be listed on either the IMR or DA 705, or both.
- f. **Body Fat Content Worksheet (DA Form 5500-R for males or DA Form 5501-R for females)**.
 - * If your weight on any document you submit with your application exceeds the screening table weight allowed in accordance with Army Regulation 600-9 you must include a Body Fat Content Worksheet.
- g. **Personal Qualification Record (PQR) or Enlisted Records Brief (ERB)/Officer Records Brief (ORB)** showing current home of record (WebUPS Printout)
- h. **ATTRS Screen**
- i. **AFCOS Orders Query** to determine the last 31 day break in orders for determining separation pay.
- j. **DA Form 873** or **JPAS Certificate** for verification of NACI and/or Clearance.
- k. **Retirement Points Accounting Statement (RPAS) Statement (Within last 30 days)**.
- l. **SF 181, Race and National Origin Identification.**

Equal Opportunity

The Arkansas Army National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.