

# Arkansas National Guard

## Announcement for Full Time National Guard Duty for Operational Support (FTNGDOS) Position Vacancy Announcement

### SECTION I: Administrative

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

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| <b>Position Title:</b><br>Assistant Area Coordinator | <b>Position Number:</b><br>24-144F | <b>Open Date:</b> 29 August 2024<br><b>Close Date:</b> 06 September 2024 |
| <b>MOS/Branch of Position:</b><br>00F                | <b>PULHES:</b><br>323222           | <b>Maximum Grade:</b><br>SGT/E-5   |
| <b>Point of Contact</b>                              |                                    | <b>Duty Location</b>   |
| Human Resource Office<br>Telephone#: (501) 212-6031  |                                    | Jonesboro, Arkansas  |

### SECTION II: Area of Consideration

- (1) Members of the Arkansas Army National Guard (AR ARNG) who meet the requirements laid out in this announcement;
- (2) Those eligible to become members of the Arkansas Army National Guard (AR ARNG), who meet the requirements laid out in this announcement.

**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.)*

- **Medical Qualifications:** Soldiers with a numerical indicator of P3 or P4 in any profile factor (PULHES) must have been determined fit for duty and worldwide deployable by a Medical Review Board. A current Periodic Health Assessment (PHA) within 12 months is required for entry into a FTNGDOS position. Soldiers with outstanding medical issues (temporary profiles) are not qualified for entry into a FTNGDOS position.
- **Other Requirements:** Upon selection, must complete mandatory Full-Time Support (FTS) training at the Professional Education Center (PEC) within 6 months of assignment if applicable. Note: Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. Must possess or be able to obtain a SECRET Security Clearance.

### SECTION IV: Placement Factors

The AR ARNG is seeking only the best-qualified applicants for this position. The selected applicant's performance will demonstrate a history of exceeding military standards. Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Must meet the requirements of Army Regulation (AR) 600-9 (height/weight). Must meet the requirements of Chapter 3 as per AR 40-501. Must meet the requirements of Chapter 2, AR 135-18 and Combat Fitness Test In Accordance With (IAW) AR 350-1 prior to appointment.

### SECTION V: Summary Of Duties

The selectee performs clerical and/or technical work assignments in one or more areas of military personnel with concentration of work with the MFH Program to included supply accountability for the Northeast area. Work performed represents the most difficult and challenging problems, and involves results, decisions and recommendations that significantly affect the military career of individuals or public opinion of the Arkansas National Guard. Prepares and processes unusual and non-routine military personnel staffing transactions such as short suspense requests for MFH. Carries out various duties and responsibilities associated with the MFH Program and personnel status actions for personnel providing support to the MFH Program, to include the maintenance and application of information and data contained in individual personnel records. Performs duties and resolves problems identified with various military personnel relations programs. Performs various administrative duties relating to military personnel involving the composition and distribution of correspondence, publications, reports, special orders, etc. Performs other duties as assigned.

**SECTION VI: Instructions for Applying. Applications must be emailed to Mr. Bryant Maness. The email address for Mr. Bryant Maness is: [bryant.m.maness.civ@army.mil](mailto:bryant.m.maness.civ@army.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. Missing documents or documents not following the attachment guidelines, listed below, will be disqualified and not sent to the hiring official.** 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 the FTNGDOS Checklist. To be considered qualified, applicants must meet the qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained.

**ATTACHMENT GUIDELINES-** Submit the following documents with the FTNGDOS Checklist (attached to this announcement). All documents will be in a single scrollable PDF file, not as attachments to the FTNGDOS Checklist. Multiple attachments in a single email will cause your application to be disqualified. Your application will have the following naming convention: EOA#\_Lastname\_Firstname.

1. **FTNGDOS Checklist**
  - \* must be signed in original ink or digitally.
2. **Letter to the Hiring Official**
  - \* This letter will be used to address any discrepancies in the packet. If a discrepancy is found and it is not addressed in this letter, the packet will be disqualified. If there are no discrepancies, this letter is not needed.
3. **MEDPROS Individual Medical Readiness (IMR) Report** (with current PHA date.)
  - \* Soldiers with any type of permanent profile must include a current copy of their **DA Form 3349**.
  - \* PHA must not be overdue (within 15 months)
4. **DA Form 705-TEST - ACFT Scorecard**
  - \* Must be within 12 months of the closing date of the announcement.
  - \* Height/Weight must be listed on the DA 705-TEST. If you are outside of regulatory standards or Height/Weight is not listed, a DA Form 5500/5501 must be attached, **regardless of exemption status**.
5. **DA Form 5500/5501 - Body Fat Content Worksheet** (DA Form 5500 for males) (DA Form 5501 for females).
  - \* If your weight on any document submitted with your application exceeds the screening table weight allowed in accordance with Army Regulation 600-9 you must include a Body Fat Content Worksheet, **regardless of exemption status**.
6. **DA Form 4037 - Enlisted Records Brief (ERB)/Officer Records Brief (ORB) (Selection ERB/ORB)**.
  - \* If ERB does not include ASVAB scores, you must also attach **DD Form 1966/1 or other record of ASVAB scores/course completion**.
  - \* ERB must be pulled within the last 6 months.
7. **DA Form 2166-9 - Last three (3) current NCOERS and/or OERs**
  - \* Missing reports must be explained utilizing Letter to the Hiring Official to address due or overdue reports not filed in the Soldiers IPERMS account. (Due or Overdue is determined by the date on your last OER/NCOER).
8. **NGB Form 23A - Retirement Points Accounting Statement (RPAS)**
  - \* Must be within 30 days of the closing date of the announcement.
9. **SF 181 - Race and National Origin Identification**
  - \* This form is required to be in the packet, but identifying your race or National Origin is optional.

### Equal Opportunity

**THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH, ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**