

**CALIFORNIA NATIONAL GUARD (CNG)
ACTIVE DUTY GUARD/RESERVE (AGR)
NATIONWIDE TOUR ANNOUNCEMENT**

OPEN TO BOTH ARMY AND AIR FORCE

1. **TOUR NUMBER:** FTM: 4-05
2. **POSITION AVAILABLE:** Personnel Administrative NCO
DMOS – 42A20
AFSC -3U0XX
3. **UNIT/LOCATION:** 9th Civil Support Team (WMD)
Joint Forces Training Base
Los Alamitos, CA 90720

NOTE: This position requires extensive traveling, training, and being on-call 24 hours-a-day, 7 days-a-week.

4. **Opening Date:** 14 September 2004
5. **Closing Date:** 13 October 2004
6. **Maximum Grade:** SGT/SSgt (E5)
7. **Minimum Grade upon Appointment:** PFC/Airman (E3)
8. **Personnel Eligible to Apply:** (X) Male (X) Female () OFF () WO (X) ENL

- a. Nationwide ANG/ARNG personnel including M-Day, AGR, and Military Technicians.

Note: Applicants on Active Duty Title 10 must be ETS within 45 days of closing date.

b. Preferred Experience: Background in administration, personnel management, accounting or customer service. Advanced computer skills. Company or battalion staff assignments. Demonstrated leadership potential, effective interpersonal communications skills, and ability to act independently with limited supervision and guidance. 42A MOS or 3U0XX AFSC qualified. Military or civilian support to civil authorities experience (fire, law enforcement, EMT, OES, etc).

Note: Applicants who are not MOSQ are required to obtain DMOS with in one year of accession. IAW DA Pam 611-21.

1. Physical demands rating of moderately heavy.
 2. Physical profile of 323222.
 3. A minimum score of 90 in aptitude area CL.
 4. Ability to type at a minimum speed of 20 words per minute.
 5. Formal Training (completion of MOS 42A course conducted under the auspices of the U.S. Army Adjutant General School) mandatory.
- c. Ability to obtain a SECRET security clearance.
 - d. Must have a current physical and meet physical qualifications outlined in Chapter 2, AR 40-501 and Chapter 4, AFI 48-123.

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Personnel Administrative NCO

(DMOS 42A20 / AFSC 3UOXX)

9. Selecting Supervisor: Commander, 9th CST (WMD)

10. Military Status: Selected individual will occupy a TDA position within the 9th CST. This position is in the Full-Time Military Force (FTM) - Active Guard/Reserve (AGR) program. The initial AGR tour will be for three (3) years with extensions up to six (6) years.

11. APPLICANTS MUST, as a minimum, submit the following documents and meet all applicable criteria:

- a. NGB Form 34-1 (including signature and date).
- b. Three-quarter-length photograph in Army Class A/Air Force Blue uniform taken within the previous 12 months (official military photograph is preferred but not required).
- c. Letter to the board addressing qualifications, skills or training applicable to the position.
- d. Biographical sketch. (No more than 2 pages include Name, SSN, PMOS, Duty MOS, Present Grade, Date of Rank, Years of Active Service and BASD, Date of Birth, Home Address, Home Telephone Number, Business Telephone Number, Civilian Education, Military Education, Decorations/Awards/Citations, and Significant Experience.)
- e. E5 and above, all NCOERs/EPRs for the past five years, or written statement/memo from supervisor providing information as to why NCOERs/EPRs are not available. E4 and below, at least one letter of recommendation stating the nature of applicants current responsibilities and abilities.
- f. Certified copy of DA Form 705 (APFT) or current RIP per ANGI 40-501 and NGR (AF) 35-11, documenting passing test within the previous six months.
- g. Body fat worksheet (if applicable).
- h. Current physical (SF 88 and 93) or (2807
- i. DA Form 4970 Cardiovascular screening and/or RISK Index (if applicable).
- j. All Department of Defense (DD) Forms 214 (copy must include bottom portion with reenlistment (RE) code)
- k. Certified copy of Department of the Army (DA) Form 2-1 or current Record Review (RIP).
- l. Retirement Points Accounting System (RPAS) statement or AF Form 526 - Point Summary Credit.
- m. Any other documents that will support applicant's qualifications.

n. Fully qualified applicants may be directed during the selection process to accomplish the following:

- (1) Demonstrate proficiency of basic computer skills.
- (2) Complete an in-person or telephone interview before the Selection Board.
- (3) Provide supervisory references that may be contacted by the Selection Board.
- (4) Take the Army APFT and obtain a minimum score of 250.
- (5) Demonstrate basic functions and skills in Level A, fully-encapsulated, personnel protective equipment.

12. APPLICANTS MEETING ANY OF THE FOLLOWING ARE INELIGIBLE TO APPLY:

- a. Not a member of the US Armed Forces.
- b. Does not meet medical qualifications in accordance with AR 40-501 and AR 600-110 or AFI 48-123.
- c. Does not meet the body composition/weight control standard prescribed by AR 600-9 or NGR (AF) 35-11.
- d. Involuntarily removed from AD or FTNGD for cause, non-selection for promotion, or resignation in lieu of adverse personnel action.
- e. Non-selection for retention.
- f. Under a current suspension of favorable personnel action (flagged) per AR 600-8-2.

13. DUTIES AND RESPONSIBILITIES: Personnel Administrative NCO for a 22-person, active guard, rapid response, civil support team. The team is operationally ready 24 hours/day/week for real world missions and training exercises. May work under hazardous and potentially life threatening conditions. Operates in a high operations tempo unit and high stress environment. Overall responsible for the administrative support of the unit. Responsible for all administrative actions including processing request for orders, travel orders, arrangements and vouchers, accounting for pay and allowance budget, managing team leave schedule, updating personnel records, submitting promotion documents, and executing personnel pay and administrative actions. Operates under the supervision of the Logistic NCO. Required to attend approximately 1200 hours of initial training during the first 12 months of the tour. Functions in Level A, B and C Personal Protective Equipment. Employs the unit's technical, personnel decontamination line.

14. FOR FURTHER INFORMATION: Contact CPT Mike Thompson, 9th (WMD) CST Deputy Commander at (562)795-2531 or Thomas.thompson@ca.ngb.army.mil.

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Personnel Administrative NCO (DMOS 42A20 / AFSC 3UOXX)

15. SUBMIT APPLICATION (with all required documentation/certification) to:

OTAG, ATTN: CAJS-HR-AGR
9800 Goethe Road
P.O. Box 269101
Sacramento, CA 95826-9101

16. NOTE: Your complete application, to include all required documents, must be received in CAJS-HR-AGR not later than the closing date shown in block #5. Incomplete applications will be returned unrated. Additional copies of this announcement may be obtained from our website at www.calguard.ca.gov/cahr.

17. Selectees are required to provide, prior to appointment date, evidence of a Chapter 2 medical examination, taken not more than 12 months prior to the AGR tour start date. The medical examination must indicate compliance with the requirements of Chapter 2, AR 40-501 and be accomplished at an active military medical facility or Military Entrance and Processing Stations (MEPS).

18. EQUAL OPPORTUNITY: The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, or any other non-merit factor.