

FULL TIME NATIONAL GUARD DUTY (FTNGD) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 2800 SW TOPEKA BLVD TOPEKA, KS 66611-1287	Date: 9 July 2009	Announcement No: MA-17-2009
OPEN TO: Current members of the KSARNG	Applications will be accepted until: Until filled	
TYPE OF VACANCY: Mobilization Aug Supply NCO	SELECTION FACTORS: See paragraphs (1) thru (19) below.	
LOCATION OF VACANCY: HHD, JFHQ, Topeka, KS	Minimum Grade Sergeant (E5)	Maximum Grade Sergeant First Class (E7)

DUTIES: Responsible to oversee and manage supply operations for the company on a daily basis. Areas of responsibility to manage include Primary unit manager of UPS, IMS (CIF) and TAMIS-R (Ammunition allocating and forecasting) computer systems. Consolidates and completes information for quarterly Unit Status Reports (USRs). Monitors unit sensitive item, change of command, annual, and other inventories to ensure they are conducted to standard. Support the Unit Commander and 1SG in all matters concerning personnel, equipment, supply and training readiness issues and Recruiting and Retention goals. Works under the supervision of the Brigade Administrative Officer. Normal duty day requires occasional evening meetings with unit leadership.

Other Duties as Assigned.

SPECIFICATIONS:

- (1) Applicants must a member of the Kansas Army National Guard.
- (2) This position requires a Secret security or Interim Secret clearance.
- (3) Applicant must be MOS 92Y qualified.
- (4) Persons receiving or eligible to receive a Federal military retired or retainer pay are not eligible.
- (5) This is a Title 32 Full-Time National Guard Duty – Mobilization Augmentee (FTNGD-MA) tour. Orders are subject to the availability of funds and continuation of mission requirements.
- (6) Must be capable of performing full time duty through 30 September 2009 with the possibility of extension into TY10.
- (7) The Adjutant General retains authority to recall Soldiers for Federal or State mobilizations.
- (8) Individual must have a current, passing APFT and must meet height/weight standards IAW AR 600-9 to be appointed to this position.
- (9) Individuals flagged in SIDPERS for weight, APFT, security violation or pending any adverse actions will not be considered for FTNGD Duty.
- (10) Must be Green in MedPros for PHA & HIV. Applicant must submit a valid Periodic Health Assessment (PHA) completed within 12 months of hire date AND have no outstanding medical issues that require follow, to include a temporary profile (DD 3349). If the PHA is expected to expire during the time of duty, a new PHA must be completed within 60 days prior to start of duty.
- (11) Individuals on Temp Profile will not be considered for FTNG Duty.
- (12) Soldiers with incomplete, outstanding LODs or on INCAP will not be considered for FTNG Duty.
- (13) Meets all requirements stated in ATAG Policy Letter #10 FTNG Duty.
- (14) Females must have a negative pregnancy test 15 days prior to hire date.
- (15) Soldiers will attend scheduled IDT and AT with unit of assignment; SM will be attached to JFHQ for duration of FTNG order.
- (16) Soldiers on FTNG duty will take the APFT every six months IAW ATAG Policy Letter #10, FTNG Duty.

(17) Must possess a valid state driver's license.

(18) Selecting Supervisor may conduct an appearance interview (hiring board) in the event that multiple qualified applicants are received.

(19) PCS is not authorized.

**Selecting Supervisor & POC for duty description:
CW2 Morgan Davis 785-274-1536**

APPLICATION INSTRUCTIONS: All applications must be submitted to - Office of the Adjutant General, ATTN: JFHQKS-HRO-AGR (2LT Kendrea Shingleton), 2800 SW Topeka Blvd, Topeka, KS 66611-1287 or email to kendrea.shingleton@us.army.mil or fax to 785-274-1604.

Applicants must submit the following forms - **in this order**:

1. DA Form 1058-R - Block 24 will include the statement that "unit commander signature in block 35e indicates that the commander releases the soldier for duty at the discretion of the gaining unit/activity selecting supervisor." **ONLY UNIT COMMANDERS CAN SIGN**
2. MEDPROS Individual Medical Readiness Record displaying evidence of: **Periodic Health Assessment completed with-in 12 months**, and HIV testing with-in last 2 years. Medical Documentation other than MEDPROS Individual Medical Readiness Record will **not** be accepted.

[MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record.](#)

3. DA 2-1 or ERB/ORB.
4. Personnel Qualification Record (PQR).
5. A current copy of Retirement Point Accounting System (RPAS) Statement.
6. DA Form 705 (Army Physical Fitness Test Score Card), most current test not older than 12 months. A statement explaining the absence of record tests will be accepted. (Include DA 3349 if precluded from standard 3 event test.)
7. Certified Height/Weight or DA 5500R not older than 90 days from the close date of this announcement.
8. NCOER's - Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.
9. NOT REQUIRED (but recommended) an official military or ¾ length photo in Class A Uniform.
10. DD Form 214 – if applicable.
11. Documentation supporting applicant's qualifications (ie resume).
12. Security Clearance Verification (All applicants must have or be able to obtain a secret clearance.)
13. Copy of Driver's License
14. Negative Pregnancy Test within 15 days of hire date

** Insure that the following information is reflected on the DA Form 1058-R: [Tour Announcement number in block 1 and current telephone number where you can be reached](#). Carefully read and comply with instructions contained on this job announcement so that all required information is included. Sign and date the application in block 24.

Applications received after deadline will be returned without consideration regardless of postmark.

Block 24 must contain this statement “Unit Commander’s signature in block 35e indicates that the Commander releases the soldier for duty at the discretion of the gaining unit/activity selecting supervisor.”

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.

FTNG APPLICATION CHECKLIST

Name:	SSN:		
Position #:	Location:		
Required Documents	YES	NO	DATE
1. This checklist			
2. DA Form 1058-R. MUST BE SIGNED			
3. MEDPROS – Individual Medical Readiness Record			
a. Chapter 3 Physical (not more than 5 years old)			
b. HIV Test (not more than 24 months old)			
c. DA 7349 (Annual Medical Certificate – within 12 months)			
4. DA Form 705 (Army PT Score Card)			
a. DA 3349 if precluded from 3 event test			
* A statement explaining absence of record test			
5. Certified Statement of Height/Weight & DA 5500-R			
* Must not be older than 90 days			
6. DA 2-1 or DA 4037 (ORB/ERB)			
Verify the following data:			
a. GT Score			
b. MOS Qualified			
7. Previous 5 NCOER/OERs or			
a. Unit Commander Letter of Recommendation (E4 and below)			
8. DA Photo in Class A (not required but recommended)			
9. DD-214			
10. RPAM (Retirement Points)			
11. Personnel Qualification Record (PQR)			
12. Documentation supporting applicant's qualifications (resume – optional)			
13. Security Clearance verification			
14. State Driver's License			
15. Negative Pregnancy Test with 15 days of hire (if applicable)			

APPLICATION FOR ACTIVE DUTY FOR TRAINING, ACTIVE DUTY FOR SPECIAL WORK, TEMPORARY TOUR OF ACTIVE DUTY, ANNUAL TRAINING, AND FULL-TIME NATIONAL GUARD DUTY FOR SPECIAL WORK FOR SOLDIERS OF THE ARMY NATIONAL GUARD

For use of this form, see NGR 37-111 ; the proponent agency is NGB-ARH-S

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 12301(d) / 32 USC 502(f)

PRINCIPLE PURPOSE: To determine eligibility and schedule individuals for active duty for special work, Temporary Tours of Active Duty, full-time National Guard duty for special work, active duty for training or additional annual training on requested dates.

ROUTINE USES: To identify the applicant as a Reserve Component member and to issue active duty for special work for active duty for training orders.

DISCLOSURE: Completing this form is mandatory for individuals applying for active duty for special work or active duty for training. If not completed, you will not be eligible for the requested tour.

PART I - APPLICANT (Read instructions in NGR 37-111 before completing this form.)

1. TO (Include ZIP code)

2. NAME (Last, First, MI)		3. SSN	
4a. PERMANENT HOME ADDRESS (Include ZIP code)		5a. ADDRESS FROM WHICH YOU WILL REPORT FOR DUTY (if different from permanent home address) (include ZIP code)	
4b. HOME TELEPHONE NUMBER (Include area code)		5b. HOME TELEPHONE NUMBER (Include area code)	
4c. BUSINESS TELEPHONE NUMBER (Include area code)		5c. BUSINESS TELEPHONE NUMBER (Include area code)	
6. UNIT OF ASSIGNMENT OR ATTACHMENT		7. GRADE	8. BRANCH/MOS
9. SEX <input type="checkbox"/> M <input type="checkbox"/> F	10. D.O.B.	11. MARITAL STATUS	12. NO. OF DEPENDANTS
13. PRIMARY SSI (AOC)/MOS	14. DUTY SSI (AOC)/MOS	15. HEIGHT	16. WEIGHT
17. <input type="checkbox"/> I am <input type="checkbox"/> I am not drawing a pension, disability compensation, or retired pay from the U.S. Government		18. TOTAL YEARS, MONTHS, DAYS OF ACTIVE FEDERAL SERVICE (AFS)	

19. NAME, RANK AND SIGNATURE OF NGB / STATE / TERRITORY HUMAN RESOURCE OFFICER (or AGR TOUR MANAGER) VERIFYING DATA IN BLOCK 18.

20. DATES OF ADSW / FTNGDSW / TTAD / ADT / AT REQUESTED:

a. FIRST CHOICE		b. SECOND CHOICE	
NUMBER OF DAYS	BEGINNING DATE/TIME	NUMBER OF DAYS	BEGINNING DATE/TIME
LOCATION		LOCATION	
DUTY/TRAINING AGENCY		DUTY/TRAINING AGENCY	

21. To the best of my knowledge and belief, I am physically qualified for active military service. I was:

a. LAST EXAMINED ON	b. AT
22. SIGNATURE	23. DATE

24. REMARKS

"I understand that, although at the completion of my tour, I may be within 2 years of qualifying for an active duty retirement under 10 USC 1293, 3911, or 3914, it is current Army policy that I will be released from FTNGD at the completion of my tour unless I am offered a follow-on tour as approved by CNGB. I hereby waive sanctuary and consent to being ordered to FTNGD for a period indicated on my order and consent to my release from FTNGD at the completion of this tour."

(Signature of applicant)

(THIS ACTION WILL NOT BE APPROVED WITHOUT THE SOLDIER'S SIGNATURE IN THIS BLOCK)

ADDITIONAL REMARKS:

■ **Identify Break in service.** (Used to compute / verify days elapsed since last Active Duty/FTNGD service (31-Day Break))

◆ (a) Date of the last day on Active Duty or FTNGD status: _____ ◆ (b) Date new tour of duty to start: _____

◆ **Number of Days (subtract b from a): _____**

■ **Type of Duty Code (TDC) to be used in fund cite: _____**

PART II - RECORDS CUSTODIAN

25. PAY ENTRY BASIC DATE 26. SECURITY CLEARANCE 27. PROMOTION 28. DATE OF RANK
CONSIDERATION CODE

29. RYE DATE 30. ETS (*Enlisted*) 31. MANDATORY REMOVAL DATE 32. UIC
(Officers)

33. HIV TEST DATE 34. PANOGRAPHIC DENTAL X-RAY ON FILE YES NO

35. Preceding Duty: List all AD, TTAD, AT, ADT, IADT, ADSW, FTNGD, FTNGDSW, FTNGD-CD performed in current and previous fiscal year(s), inclusive dates, number of days, type of duty, location of duty and what duty performed. If more space is needed attach additional sheet.

a. PERIOD OF PRECEDING DUTY		b. TYPE	c. LOCATION/	d. DUTY
FROM	TO	NO. DAYS	TRAINING/ DUTY (AD, ADSW, FTNGDSW etc.)	INSTALLATION PERFORMED

NAME AND SIGNATURE OF UNIT COMMANDER	DATE	GRADE	TITLE
NAME AND SIGNATURE OF RECORDS CUSTODIAN	DATE	GRADE	TITLE
NAME, SIGNATURE AND TELEPHONE NUMBER OF NGB / STATE / TERRITORY ADSW / FTNGDSW <u>APPROVING AUTHORITY</u> VERIFYING ALL INFORMATION.	(Approving official initial appropriate box)		
DATE	GRADE	<input type="checkbox"/> THIS TOUR APPLICATION IS APPROVED <input type="checkbox"/> THIS TOUR APPLICATION IS NOT APPROVED	

NAME AND OFFICE OF POC _____ COMMERCIAL AND DSN TELEPHONE _____

