

**CALIFORNIA ARMY NATIONAL GUARD (CAL ARNG)  
ACTIVE DUTY GUARD/RESERVE (AGR)  
STATEWIDE TOUR ANNOUNCEMENT**

1. **Position Available:** Personnel Technician (420A)  
PDS: TF: UMR: WY3UAA Para-Line: 102/03
2. **Unit/Location:** 1106<sup>th</sup> TASMG, 5140 E. Dakota Avenue, Fresno, CA 93727-7404
3. **Tour Number:** FTM 119-08
4. **Opening Date of job Announcement:** 12 August 2008
5. **Closing Date:** 12 September 2008
6. **Maximum Grade:** CW2
7. **Minimum Grade:** WO1
8. **Personnel Eligible to Apply:** (X) Male (X) Female ( ) OFF (X) WO ( ) ENL

**NOTE: Only current Warrant Officers and those with Certificate of Eligibility may apply (Applicants must complete WOBC within 1 year of hire date).**

**Note: Applicants on Active Duty Title 10 (DEPLOYED) must ETS within 45 days of closing date.**

**Note Statewide means: Must be a California Army National Guard Member in order to apply.**

**NOTE: A favorable drug screening test within 15 days of initial entry into the AGR program is mandatory. Failure to comply with this policy will have your AGR tour revoked.**

9. **Selecting Supervisor:** Commander, 1106<sup>th</sup> TASMG
10. **Military Status:** Full-Time Military Title 32 Section 502 (f) (AGR)
11. **Applicants, as a minimum, must submit the following documents:**  
**If required item(s) are missing from your packet it will be returned to the applicant due to lack of information: (Please No binders)**
  - a. NGB Form 34-1 (with signature and date). Ensure that you annotate both the position announcement number and title on the top of page one of the application.
  - b. Three-quarter length photograph in duty uniform made within the previous 12 months. ("Official" military photograph is not required).
  - c. Officer's biographical summary.
  - d. All OERs / NCOERs for the past five years (Supervisor must provide written statement/memo providing information as to why Soldier's OERs are not available).

- e. **Certified copy** of current DA Form 705 (APFT) demonstrating passing Record APFT within the last year. Historical DA Form 705 is also desirable. Ensure that height and weight are annotated on the DA 705.
- f. Body fat worksheet, if applicable.
- g. Current Med Pros Printout (Available on AKO) <https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
- h. Copy of current Retirement Points Accounting System (RPAS) statement from CAMPOPMS.
- i. Copy of current Personnel Qualification Report (PQR).
- j. All DD Forms 214 and NGB Form 22.
- k. Current DMV print out (with in six months) must be enclosed with this packet**

**\*\* We recommend that you have a member of your unit review your application prior to submission to our office.\*\***

**12. Brief Job Description, Duties and Responsibilities:** Manages functions which support the Army's personnel management system. Monitors input to the OMF, EMF and other automated / manual data systems used in personnel management by use of established forms and coding procedures. Makes decisions based on a variety of information sources, personnel and command requirements. Initiates and prepares correspondence or messages to other organizations, both military and civilian, and individuals in response to request for information, policy or guidance. Oversees word processing activities supporting the personnel activity. Interprets regulations for individuals on personal and family member affairs, financial matters and career considerations. Supervises military and civilian personnel engaged in specialized personnel and administrative related duties. Manages the integration of automated personnel systems into the military personnel work center. Oversees issuance of all types of orders. Oversees the overall dispensing of customer services to include management of the personnel services center appointment systems, management of the soldiers suspense programs, and management of the identification card system to include update of the DEERS/RAPIDS data base.

**13.** Applicants who answer YES to questions 8, or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**

**14.** Submit application to: Joint Forces Headquarters ATTN: CARSD-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. **Please Do Not call this office with questions to your application to see if we have received it, you will be notified by mail please see Frequently asked questions on our web page.**

**NOTE:** If you require a certified copy of DA Form 2-1 and/or RPAS statement, a written request must accompany your application package or call 916-854-3268. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR NOT LATER THAN THE CLOSING DATE SHOWN IN ITEM #5. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.** Additional copies of this announcement may be obtained from our website at [www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr).

**15.** If selected for this vacancy (other than on-board AGR soldiers) are required to provide evidence of chapter 2 or chapter 3 medical examinations, taken not more than 24 months prior to the AGR tour start date. The medical examination must indicate compliance with the requirements of chapter 2, AR 40-501 and accomplished at an active military medical facility or Military Entrance and Processing Station (MEPS).

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