

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: [DEMA Job Listings](#) | [Department of Emergency and Military Affairs \(az.gov\)](#)
[FTSMCS Open Jobs](#) (CAC Required)

ANNOUNCEMENT NUMBER: 24-139A

DATE: 16 Sep 24

CLOSING DATE:

POSITION TITLE, MPCN(S), MAXIMUM AUTHORIZED MILITARY GRADE AND AFSC:

Knowledge Operations Manager (114558634), E7, 1D7X

PERSONNEL TYPE:

OFFICER ()

ENLISTED(X)

LOCATION OF POSITION:

TUCSON INTL, AZ, 85706-6000

AREA OF CONSIDERATION:

Statewide. Must be a current member of the AZ National Guard within the grade(s) of E6 and E7.

Applicants who currently possess one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW DAFI 36-2502, an Airman must acknowledge in writing that the lower military grade is accepted.

INSTRUCTIONS AND REQUIRED DOCUMENTS:

Applications must be submitted through FTSMCS (CAC Required), please see [FTSMCS INSTRUCTIONS](#) for assistance. Required and optional documents, as well as documents requested by the selecting supervisor (if applicable) are listed below. Incomplete applications will not be considered.

1. *REQUIRED* NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position
 2. *REQUIRED* Current Report of Individual Person (RIP)
 3. *REQUIRED* Most recent Report of Individual Fitness from myFitness through the myFSS platform
 4. Optional: AZNG 335-1-R / Military Brief
 5. Optional: AZ Form 34-1, Arizona AGR Application Supplement
 6. Optional: Memorandum in lieu of any missing or flawed required documents
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QUALIFICATION REQUIREMENTS:

1. Must possess a current CompTIA SEC+ Certification (HRO will validate via NGB 34-1)
2. Must be able to qualify for 1D7X1P AFSC IAW AFECDD and hold a minimum 5-skill level in any AFSC (HRO will validate via RIP).

QUALIFICATION EVALUATION:

Each applicant will be qualified by HRO to ensure they attached the three required documents per ANGI 36-101 (NGB 34-1, RIP, and most recent Report of Individual Fitness), meet the area of consideration, and are otherwise minimally qualified to be placed into the advertised position as an AGR. HRO will use the documents indicated to validate qualification requirements. A Career Data Brief will not be accepted in lieu of a RIP. Any discrepancies on the RIP or missing required documents must be addressed in a separate memorandum and attached to the application. Applications found qualified for the position will be forwarded to the selecting supervisor, however, unqualified applications will not be forwarded. All applicants will receive a system-generated email at the time of qualification evaluation with the appropriate determination.

ACCESSION REQUIREMENTS:

1. The selected individual(s) will be placed on an Active Duty Title 32 Tour with the Arizona Air National Guard. The selected individual(s) must be a member of the Arizona Air National Guard, qualify for, and be placed into the following AFSC prior to starting AGR tour: 1D7X
 2. Selected individuals must be in compliance with physical fitness standards in DAFMAN 36-2905 *Department of the Air Force Physical Fitness Program* prior to starting AGR tour.
 3. AGR orders may commence with the concurrence of the commander and HRO if a selected member is pregnant.
 4. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101 and submit a Waiver for Exceptional Circumstances to their HR remote through the HRO with final approval by the Air Component Commander prior to starting AGR tour. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
 5. Selected individuals must meet eligibility requirements of AFMAN 36-2100 *Military Utilization and Classification*, and accession requirements of ANGI 36-101 *Air National Guard Active Guard and Reserve (AGR) Program*.
 6. Individuals selected for E8 and above positions are subject to Controlled Grade availability.
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BRIEF JOB DESCRIPTION:

This position is located within the 162d Communications Squadron, 162d Wing, AZ Air National Guard and located at Morris Air National Guard Base in Tucson, AZ. The selected candidate will be assigned to the Knowledge Operations Work Center with responsibilities consisting of but not limited to: Facilitates data-driven decision-making by employing information operations and software development methodologies. Modernizes and enhances the capabilities of warfighters and weapon systems/platforms through rapid design,

development, testing, delivery, and integration of secure, reliable mission-enabling systems. Delivers automated solutions to Commanders for making real-time, data-driven decisions. Administers Enterprise Information Systems (EIS - SharePoint) to support knowledge management and collaboration by developing, designing, and maintaining websites. Provides guidance to Wing Leadership on advancing the organization towards effective knowledge management practices. Manages the organization's processes for planning, coordinating, sharing, and controlling information. Oversees the Records Management and Records Lifecycle Program, ensuring compliance with statutory records management requirements, including training, policies, and technologies. Serves as local subject matter expert on the usability and capabilities of enterprise-provided user applications, including those in the O365 suite, to optimize organizational productivity and efficiency. Performs other duties as assigned.

SELECTING SUPERVISOR:

CMSgt Stephen Zimmer