

## 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)

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ANNOUNCEMENT NUMBER: 25-005A

DATE: 31 Jan 25

CLOSING DATE: 14 Feb 25

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

MATERIAL MANAGEMENT (111162134), E6, 2S07

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### PERSONNEL TYPE:

OFFICER ( )

ENLISTED(X)

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### LOCATION OF POSITION:

PHOENIX SKY HARBOR, AZ, 85034-6098

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### AREA OF CONSIDERATION:

Statewide. Must be a current member of the AZ National Guard within the grade(s) of E5 and E6.

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.

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### 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 AFSC 2S071 (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: 2S07
  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:

and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning, and warehousing functions. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations. Related DoD Occupational Subgroup: 155100.

#### 2. Duties and Responsibilities:

- 2.1. Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of

supplies and equipment.

2.2. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property.

2.3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.

2.4. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.

2.7. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer.

2.8. Plans and schedules materiel storage and distribution activities.

2.9. Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products.2.13. Develops database retrieval scripts for materiel management support analyses.

2.14. Operates motor vehicles and assorted materiel handling equipment.

ADDITIONAL REMARKS: MUST HAVE SECURITY CLEARANCE

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**SELECTING SUPERVISOR:**

MSgt Jesus Lopez