

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
16-077A

OPENING DATE:
19-Feb-2016

CLOSING DATE:
7-Mar-2016

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
HUMAN RESOURCES ASSISTANT, D1047000, MPCN: 009526710J, TSgt/E6 and below

****Applicants who currently possess a military grade 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 ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ENLISTED

AFSC:
3S0X1

ASVAB:
A-41

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**
NOTE: Must be able to qualify for AFSC

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. You must have completed a medical examination in accordance with AFI 48-123 within the 12 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program. HIV must be current within 6 months.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals selected for AGR tours who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a waiver request through the HRO remote to the HRO for Waiver for Exceptional Circumstances prior to the closing date of this announcement. Waivers must justify why request is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. AGRs will not be reassigned during the first 24 months of their initial tour or within the first 24 months of reassignment, except in the event of an approved waiver from the Human Resource Officer prior to announcement closing date.
7. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
8. Individuals selected for Control Grade positions must meet requirement as stated in ANGI 36-101.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona 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, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:
Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to communicate effectively both orally and in writing.
2. Knowledge of applicable personnel and administration publications and guidance.
3. Skill in performing administrative tasks related to planning, coordinating, sharing, and controlling an organization's data and information assets.
4. Skill in preparing and processing personnel correspondence, forms, and military personnel data system (PDS) transactions.
5. Knowledge of providing executive administrative support.

SPECIALIZED EXPERIENCE: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position. Experience using computer and automation systems. Experience, education or training that provided knowledge of general office work which may include but is not limited to: answering telephones, receiving and distributing mail and maintaining records. Experience following oral or written instructions to accomplish work. Experience establishing and retrieving files and information. Experience using common computer software designed for word processing.

BRIEF JOB DESCRIPTION: This position is located in the Command Support Staff (CSS) of the 162d Operations Group (OG). The purpose of this position is to implement and administer the information management programs within the 162d OG.

--Coordinates, performs, and manages a variety of tasks and activities in direct support of organizational commanders, directors, and senior leaders to include office management, human resources, executive staff support.

--Performs CSS personnel functions. Manages Leaveweb program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use the web applications for the personnel actions. Prepares and processes unfavorable information files, and separation actions.

--Creates, maintains, and audits personnel records. Records information in unit, and PDS records. Prepares and maintains personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records, and interviews individuals to ensure accuracy of information. Compares basic records with source documents, and management products. Manages individual time and attendance records. Creates official correspondence. Maintains files of correspondence, directives,

instructions, and other publications. Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action.

-- Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management, and other related duties. Also performs various administrative functions in support of military leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.

--Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

--Provides executive administrative support to Senior Executives and command chief master sergeants to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with formal events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.

SELECTING OFFICIAL: Lt Col Colin Coatney (collin.p.coatney.mil@mail.mil)
