

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:
16-097A

OPENING DATE:
24-Mar-2016

CLOSING DATE:
7-Apr-2016

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Management Assistant , GS-0344-07, E6/TSgt(p)-E7/MSGT, MPCN:09602420

****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:
3DXXX

ASVAB:
G-64 OR E-60

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: Member will be UTC tasked and subject to involuntary deployments

NOTE: ASVAB scores may take into account results of Cyber-Test.

NOTE: Must possess 3DXXX

NOTE: Placement into position will not occur until 1 June 2016

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

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. Practical knowledge of Information Resource Management (IRM) concepts and Records Life Cycle Management Program methods as they relate to the wing/base's information systems, network, and manual operating environments to plan, manage, protect and control information resources and supporting information technologies.
2. Practical knowledge in web page design principles and methods, graphics markup and other web programming languages, browser technical requirements, file formats used in the delivery of web content and web page formatting standards.
3. General knowledge of the mission, objectives, terminology, and management practices in the activity, the agency, and the department to recognize probable areas of interaction and overlap between proposed and existing systems.
4. Knowledge of the Information Management Systems, Electronic Publication and Technical Order Distribution programs.
5. Knowledge of a wide range of policies, regulations, manuals and precedents such as DoD, AF, NGB, and technical specifications for Automated Information Systems (AIS), web services and information technology applicable to the implementation and management of the IRM programs.
6. Working knowledge of training program development and implementation to include lesson plan and subject matter delivery.
7. Practical working knowledge of telecommunications, computer, and information transmission systems, and software such as MAPPER, IAOS, AROWS and electronic mail.
8. Maintains knowledge of emerging technologies, reviews technical periodicals, publications, commercial standards, and attends seminars..

SPECIALIZED EXPERIENCE: Must have at least 12 months experience, education or training evaluating and determining regulatory compliance. Experience using guidelines, methods, precedents and techniques applicable to the specific programs or phases relative to the position. Experience conducting studies, preparing reports, and making changes to eliminate ineffective operations.

BRIEF JOB DESCRIPTION: Participates in the training, resource management and leadership of all wing/base IM personnel. Manages, evaluates, tracks and assists those IM personnel assigned Client Support Administrator (CSA) responsibilities. Participates in IM orientation training for new IM hires and upgrade trainees, such as basic personal computer and network training, electronic records management, content management, document security, official mail management, awards program, and IM functional

management. Participates in coordination with wing managers regarding wartime training and tasking of IM personnel resources to ensure that requirements are met. Supports the Information Management Functional Manager (IMFM) in identification of IM priorities, tasking, and actions to implement changes. Monitors the deployment, training, and war tasking of IM personnel. Provides input to the IMFM on the impact of war plans, deployment plans, and strategic plans on wing/base IM personnel. Implements IMFM workload tasking for wing/base IM personnel to perform on UTA to ensure combat readiness. Advises wing/base units on Enterprise Information Management (EIM) which encompasses a combination of functions and business processes for leveraging information management techniques, accountability, and policies. Plans, manipulates, and controls information across the Global Information Grid throughout its life cycle to enhance aerospace operations. Executes the wing/base Legacy and Electronic Records Management (ERM) and Records Life Cycle Program as directed by the IMFM for supported organizations according to Air Force directives using automated management systems, instructions, and general guidance from higher headquarters. Administers electronic records structure, permissions and storage. Provides assistance and guidance to wing/base customers on retention and disposal of records. Participates in staff assistance visits to wing/base Information management functions. Develops records disposition schedules and procedures. Operate records staging area for the wing/base. Implements the wing/base Content Management Program acting on guidance from the IMFM. Provides support on matters concerning official correspondence. Provides input to policies, programs, and procedures. Assists IMFM in the management of official Publications and Forms for the wing/group organizations. Creates wing/base forms and edits base publications. Provides support to customers in electronic publications and forms program to include basic design, creation, and maintenance. Assists IMFM in the management of the Freedom of Information Act (FOIA) and Privacy Act Programs. Provides general support in guidance and training concerning information privacy, confidentiality, security, disclosure and sharing of information collected regardless of media. Serves as alternate wing/base Web Master. Performs internet and intranet web page maintenance and creation. Participates in the management of content for local sites. Maintains Wing/base home page content. Assists users with local web site problems, enhancements and policy. Alternates wing/base administrator of the Air Force Portal and manages wing/base presence on the AF Portal. Assists users with Managing and Preparing Executive Reports (MAPPER), Integrated Automated Orders System (IAOS), and Air National Guard Reserve Order Writing System (AROWS), automated data systems. Resets passwords and provides general guidance. Executes wing/base official U.S. mail program. Accomplishes specialized mail handling procedures. Executes IMFM developed guidance and operating instructions concerning the official mail program. Performs contingency support and reporting. Coordinates government printing service needs of the wing/base. Provides software application assistance for commonly used office automation and other designated approving authority (DAA) approved applications. Assists in training for Information Resource Management and core office application software such as e-mail, word processing, spreadsheet, database, graphics, Internet/Intranet and on IM standard systems. Coordinates and prepares item for contract or warranty repair or replacement as required. Receives, inspects, installs, and verifies the proper operation of equipment returned. Accomplishes required documentation. Consults with and provides advice to Planning and Implementation (P&I) function on relevant issues. Prepares and maintains files and publications IAW current directives to include both paper and electronic media. Coordinates with higher headquarters (HHQ) elements, Program Management Offices, Specific System/Hardware Support Elements, original equipment manufacturer (OEM) vendors and vendor contracted support facilities for issue resolution. Research includes using various means and media to obtain needed information to accomplish the task. May require the use of various stand alone (e.g., paper based, CD, DVD, etc.) or on-line (network or web based) methodologies to obtain needed information. May perform Government Purchase Card (GPC) purchases including the required tracking, receiving and storage of items. Maintains records IAW guiding directives. Performs other duties as assigned.

SELECTING OFFICIAL: SMSGT AMY O'NEILL, amy.l.oneill5.mil@mail.mil
