

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: 16-160A	OPENING DATE: 5-May-2016	CLOSING DATE: 23-May-2016
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: HUMAN RESOURCES SPECIALIST(MILITARY), D1622000, GS-0201-09, AB/E1-TSgt/E6, MPCN:0953802
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**\*\*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 <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	AFSC: 3S0X1	ASVAB: A-41
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LOCATION OF POSITION: 162nd Wing, Tucson, Arizona
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<p><b>AREA OF CONSIDERATION:</b> This position is the Active Guard and Reserve Force and is <b>open to current members of the (All Units), Arizona Air National Guard.</b> 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. <b>PCS funds are authorized.</b></p> <p><b>NOTE:</b> This position is subject to rotating shifts, night shifts, and weekends/holidays.</p> <p><b>NOTE:</b> Must possess AFSC 3S0X1.</p> <p><b>NOTE:</b> Selectee start date will be no earlier than 01 Jul 2016.</p>
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**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.**

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### **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**

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**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.

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**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.

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**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 human resources specializations, regulations, instructions, principles, and methods to perform support work. This includes coordinating recruitment and placement actions, providing information to supervisors, technicians and AGRs on matters pertaining to workers' compensation, performance ratings, employment practices, employee benefits, leave, retirement, health and life insurance, grievance and appeal procedures.
2. Ability to plan, organize work, administer, communicate effectively (both orally and in writing), meet deadlines, gather, analyze data/products, and summarize facts in order to determine adequacy and/or deficiencies of assigned programs.
3. Knowledge of the mission and the unit is essential in order to provide required support consistent with mission objectives and to coordinate with managers, supervisors, members, customers, dependents, and other offices on human resources issues.
4. Knowledge of automated systems, personal computers, and software employed in the assigned program area to utilize the systems in developing reports, correspondence and to extract data.
5. Knowledge and skill in application of analytical and evaluative techniques to identify, consider, and resolve issues or problems.

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**SPECIALIZED EXPERIENCE:** Must possess experience, education, or training involving the administering, delivering, maintaining, advising, and adapting basic concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements.

**BRIEF JOB DESCRIPTION:** This position is located within the 162WG Military Personnel Flight (MPF) of an Air National Guard (ANG) flying wing. This comprehensive description covers five programs/specialties within the Air National Guard Military Personnel Flight. The primary purpose is to administer and accomplish functions of one or more of the following human resources programs: Career Enhancements, Customer Service, Employments, Relocations, and/or Readiness. Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. Provides guidance and assistance on unit program(s) for which responsible. Provides training to supervisors on all military human resources issues. Analyzes data and subsequent determinations regarding any number of human resources matters that may involve or affect AGRs, drill status guardsmen, and/or family members. Advises supervisors or managers within unit when actions may affect productivity or mission. Conducts staff visits and trains personnel (AGRs), traditional drill status guardsmen,

supervisors, managers, etc.) within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote a full understanding of all aspects of the assigned program(s). Provides commanders, supervisors, and the MPF staff with a variety statistical data reports pertaining to military HR issues to assist in HR management decisions. Accomplishes/oversees the accomplishment of technical support work in each of the functional areas within this program area. Incumbent has responsibility/accountability for assigned program accomplishment personally and through subordinate full time technicians and/or drill status guardsmen when assigned and performs other duties as assigned.

**SELECTING OFFICIAL:** CMSgt Teresa Hastings, DSN:844-6466

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