

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: 16-239A	OPENING DATE: 15-Jun-2016	CLOSING DATE: 29-Jun-2016
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Deputy Mission Support Officer, GS-0340-13, Lt Col, MPCN: 009537910J

APPOINTMENT FACTOR: OFFICER <input checked="" type="checkbox"/> ENLISTED <input type="checkbox"/>	AFSC: 030C0
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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: This position is subject to rotating shifts, night shifts, and weekends/holidays.
NOTE: Placement is contingent upon Control Grade availability.
NOTE: Must be able to qualify for AFSC 030C0.

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 mandatory separation date 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. 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 oversee and direct the planning, scheduling, and implementation of host base operating support programs to meet local mission requirements, as well as Federal and state requirements, regulations and statutes.
2. Ability to coordinate required AEF planning and resources with other ANG and USAF units, the National Guard Bureau, and other higher headquarters agencies to support and implement the AEF mission.
3. The ability to represent and speak for the Wing Commander in the designated jurisdictional area with representatives of the National Guard Bureau, the Adjutant General, USP&FO, MAJCOMs, other military components, tenant units and organizations, state/local governments, local media, business and other public/private groups or organizations having an interest in the programs of the wing/base.
4. Knowledge to determine optimum organizational structure, allocation and commitment of major support resources to wing, state, and national strategic plans.
5. Ability to direct the unit Status of Resources and Training Systems (SORTS) and AEF Reporting Tool (ART) reports for all mission support functions to reflect unit mission capability under wartime conditions.
6. Ability to maintains awareness of technological advances and oversees application and implementation of high technology issues and developments associated with command, control, communications, and computers (C4), personnel data systems, air base operability, and security systems

SPECIALIZED EXPERIENCE: Must have 36 months experience analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions; preparing reports, plans, policies and various correspondence; evaluating objectives and develop plans to facilitate the availability and effective utilization of various resources; Must have knowledge of the organization and its mission and utilized the organizational staff procedures. Experience applying analytical and evaluative techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions.

BRIEF JOB DESCRIPTION: The purpose of this position is to serve as the full assistant to the Mission Support Group Commander. This position shares responsibility with the Mission Support Group Commander and assists in directing and managing all infrastructure operations of an aviation base that include civil engineering, crash/fire/rescue, disaster preparedness, environmental management, personnel, command, control, communications and computer systems (C4), logistics plans, programs and readiness, base supply, transportation, vehicle maintenance, contracting, security forces, medical support, base services, fuels management, aerial port operations (as assigned), and all other support base functions. Assists the Mission Support Group Commander in providing group-level direction and management for work characterized as infrastructure support for organizations and tenants of the host ANG base. Advises the Mission Support Commander, Wing Commander and other group commanders in planning, developing, and implementing a Wing Strategic Plan. Participates in the strategic planning process at the state and Federal level. Makes recommendations regarding optimal organizational structures, allocation and commitment of major support resources to wing, state, and national strategic plans. Assists the Mission Support Group Commander in directing the development of group training goals and long-range advanced planning to include accomplishment of primary and ancillary training, facility/equipment modernization, improvement, or replacement. Develops detailed plans for accomplishment of these training goals and advanced plans. Assists the Mission Support Group Commander to ensure Civil Engineering support is available for mission requirements and base needs. Coordinates base engineering requirements with wing/base staff pertaining to mission priorities and operability. In coordination with

the Base Civil Engineer, assists in the development of the Base Land Use and Facilities Master Plan. Where assigned, provides 24-hour, multi-shift fire/crash/rescue service in support of wing and/or civilian flying operations. As designated, represents the Mission Support Group Commander as the host mission support representative and key advisor on the Base Facilities Utilization Board.

SELECTING OFFICIAL: Col W. Allen Kinnison 520-295-6132 (william.a.kinnison.mil@mail.mil)
