

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: 16-509A	OPENING DATE: 16-Dec-2016	CLOSING DATE: 3-Jan-2017
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: Command and Control Specialist, D1491000, GS-2101-09, TSgt/E-6, 9699661L
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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: 1C351	ASVAB: A:55 or G:67
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LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona
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**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 possess AFSC 1C351.

**NOTE:** Must possess a Top Secret clearance and not have had security clearance revoked, suspended, or denied.

**NOTE:** This position requires recurring performance evaluations and closed-book examinations to maintain certifications once achieved. Failure to maintain certification once awarded is cause for terminations.

**NOTE:** This position requires recurring 12 hour shifts (days, nights, 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 must be postmarked No Later Than the closing date on this announcement.** 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. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals 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 Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it 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. 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.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**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. Knowledge of Air Force, Air Mobility Command, and US Strategic Command, command and control procedures.
2. Ability to interpret Emergency Action Messages, force readiness changes, and launch and execution directives.
3. Knowledge of flight-following/mission monitoring systems and procedures.
4. Knowledge of operational reporting requirements, systems, and procedures.
5. Knowledge of operational security requirements.
6. Ability to operate equipment such as computers, UHF, VHF, FM and HF radios, visual and audible alerting systems.
7. Ability to gather information; interpret rules, policies, and regulations.
8. Ability to communicate effectively both orally and written.

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**SPECIALIZED EXPERIENCE:** Must have at least 24 months experience, education, or training in arranging or procuring transportation for personnel, cargo or freight. Experience in pre and post auditing of freight bills, bills of lading, and personnel transportation vouchers. Experience coordinating and negotiating with organizations/personnel both orally and in writing to resolve differences/problems. \*For positions requiring supervisory functions; experience which included responsibility for the supervision and management of personnel.

**BRIEF JOB DESCRIPTION:** This position is located at the 161<sup>st</sup> Air Refueling Wing (Phoenix, AZ) in the Wing Command Post (Command and Control Section) of a KJC-135 Air Refueling Wing. The unit supports wing aerial refueling missions involving USAF, AFRES, and ANG flying units involving numerous types of military and military training missions. The types of missions and aircraft supported include every type and variety of air refuelable aircraft in the Air Force inventory, including fighters, heavy aircraft, and tactical bombers. This position plays and integral part in mission scheduling, mission planning, involving aircraft and aircrews, as well as contact with aircraft during the mission. This position carries out essential duties of the wing on a 24/7 basis as the Wing Command Post, monitoring and carrying out duties involved with base wide security, emergency aircrew recall, the base Crisis Reaction Team, and similar duties critical to the conduct of the mission assigned to the wing.

**SELECTING OFFICIAL:** CMSgt Jarrod A. Drevalas

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