

NATIONWIDE  
*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: 17-470A	OPENING DATE: 22-Nov-2017	CLOSING DATE: 11-Dec-2017
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: PUBLIC AFFAIRS OFFICER, GS-1035-13, D11690000, O-2/1Lt - O-5/Lt Col, MPCN: 074742934
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APPOINTMENT FACTOR: OFFICER <input checked="" type="checkbox"/> ENLISTED <input type="checkbox"/>	AFSC: 35P4
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LOCATION OF POSITION: Headquarters Air, Phoenix, 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 and those eligible for membership of the HQ Air, 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: Member will be assigned to JFHQ-AZ working at PPMR in Phoenix, AZ.</b></p> <p><b>NOTE: Must be willing to work long, irregular hours, become involved in military and civic activities and manage programs that can withstand intense public scrutiny.</b></p> <p><b>NOTE: Must possess 35PX AFSC.</b></p> <p><b>NOTE: Placement/Promotion is contingent upon Control Grade availability.</b></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 DD Form 2992 (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**

<p><b>APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. 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. <b>Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. <u>NO BINDERS OR BOUND DOCUMENTS PLEASE.</u></b></b></p>
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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. Individuals selected for Control Grade positions are subject to Control Grade availability.

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## **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. Comprehensive knowledge of the principles, methods, practices and techniques of communication to function as the JFHQ-State technical authority on all public affairs and community relations programs, problems and issues.
2. Knowledge of the missions, goals, policies and issues impacting the Department of Defense, U.S. Army, Air Force, and the National Guard Bureau (NGB), and how these will influence the state's NG. Knowledge must be extensive on the many controversial and complex issues that regularly affect the National Guard.
3. Skill in conveying complex information on Army and Air National Guard activities that affect state and national interests and may have international involvement and implications.
4. Knowledge and skill to analyze public reaction and perceptions to National Guard programs and policies and provides recommendations to the TAG or the NGB that may significantly modify major programs or policies.
5. Skilled in integrating diverse points of view in communications plan which establish and maintain mutual understanding with various publics and state and federal agencies.
6. Skill in analyzing public reaction to NG programs and policies and in developing recommendations that may significantly modify major programs or policies.

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**SPECIALIZED EXPERIENCE:** Must have at least 36 months experience, education, or training involving a thorough knowledge of writing and communication principles, methods and techniques that relate to public affairs of the military. Experience developing new information materials including news releases, fact sheets, brochures, booklets, broadcast spots, etc., that increase communication with the agency's audiences. Experience making on-the-spot presentations to audiences with opposing points of view or erroneous understanding of agency positions. Experience responding timely and appropriately to requests for information concerning agency programs and services.

**BRIEF JOB DESCRIPTION:** This position is located in the Joint Force Headquarters - State, Personal Staff, and Public Affairs Office in Phoenix, Arizona. As the state's Public Affairs Officer (PAO), the incumbent is responsible for all Army and Air National Guard public, community and media relations within the state and for providing supervision and direction to the staff of the Joint Force Headquarters - State (JFHQ-State), Public Affairs Office, as well as field and unit public affairs specialists and Mobile Public Affairs Detachments (MPADs) personnel covering the region. Serves as the JFHQ-State Public Affairs Officer, directly reporting to The Adjutant General (TAG). Responsible for planning, budgeting, designing, and executing public affairs communications strategies to inform and educate the public, both general and specialized, about the Army and Air National Guard programs, activities, and services and the vital role they play as components of the U.S. armed forces as well as being an invaluable asset for homeland defense and homeland security. The state National Guard's various organizations range upward in size from several hundreds to thousands of Soldiers and Airmen, comprised of state and federal employees. Each state includes a large number of National Guard armories, along with flight facilities, maintenance facilities, air installations, training sites and ranges. Geographical area encompasses the state along with any areas the MPADs are assigned which include regional, CONUS (national) and OCONUS (international); each with varied audiences. In any case, with the potential impacts of public affairs actions, the PAO's responsibilities and duties are as encompassing as the Guard as a whole. The JFHQ-State PAO must provide the full range of effective public information, command/internal information, and community relations services to support the National Guard's large and complex organization statewide. The JFHQ-State PAO plans, directs, and executes command/internal information, media and community relations

campaigns to convey sensitive and complex information concerning the National Guard's state and federal programs, responsibilities, and activities. The PAO exhibits a mastery of communication principals and techniques along with continuously developing and applying new approaches to the most difficult and complex issues by developing or evaluating information programs that enhance understanding among publics opposed to or indifferent to National Guard mission or programs. The PAO analyzes public reaction to NG programs and policies then adjusts accordingly by developing recommendations that may impact or significantly modify NG major programs or policies. The JFHQ-State PAO must include diverse points of view in communications plan that establish and maintain mutual understanding with various public in local communities, in the state, the region, and which may impact the NG nationally. The scope, affect and implications of the JFHQ-State PAO's duties arc wide; affecting the NG locally, state-wide, nationally and internationally. Throughout the communications process the JFHQ-State PAO analyzes and re-analyzes the clarity and effectiveness of public affairs initiatives and adjusts them as needed.

**SELECTING OFFICIAL:** MAJOR GENERAL MICHAEL T. MCGUIRE, Comm: 602-267-2616

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