

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 32 EXCEPTED  
TECHNICIAN VACANCY ANNOUNCEMENT

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

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**ANNOUNCEMENT NUMBER: 18-562T      OPENING DATE: 21-Nov-18      CLOSING DATE: 31-Dec-18**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

Police Officer (CATM), GS-0083-08, A1C/E3-MSgt/E7, MPCN: 104402134, 104402234, 104402334, 3 positions

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**APPOINTMENT FACTORS: OFFICER**       **WARRANT OFFICER**       **ENLISTED**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**  
\$55,590.00-\$72,272.00 PA

**SUPERVISORY**     **MANAGERIAL**   
**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

161 Air Refuelin Wing, Phoenix, AZ 85008

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:**

This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership in the Arizona Air National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a **Resume** or the **Optional Form 612.** Applicant **MUST** submit complete **RIP** and/or other documentation to verify possession of **AFSC/ASVAB Scores.**

**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 (OF 612) 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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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and be able to qualify for the following AFSC: 3P051, within 12 months**

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

**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 nonmembership in an employee organization or any other non-merit factor.

**Relocation Incentive may be offered:** YES  NO   
**PCS may be offered:** YES  NO

**NOTES:**

- This position is subject to rotating shifts, night shifts, and weekends/holidays.
  - Must be a qualified CATM instructor or be able to attend CATM Training based on available school dates.
  - Must meet Security Forces ASVAB Scores and meet all PRP Standards IAW AFMAN 13-501.
  - Passing PT test is mandatory.
  - Completion of high school or General Equivalency Diploma is mandatory; please provide copy of diploma or GED.
  - Position requires routine access to Secret material. Successful completion of a current National Agency Check, Local Agency Checks and Credit (NACLIC) is required.
  - Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
  - Must submit complete RIP to verify possession of AFSC.
  - Must hold AFSC of 3P051 or higher, or be eligible to obtain 3P0X1 within 12 months of selection
- \*\*\*BONUS\*\*\* Relocation bonus may be available for eligible candidates.

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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 firearms and tactics for employing them in emergency situations.
2. Knowledge of principles and techniques of instruction used in combat arms weapons training and firing range instruction.
3. Knowledge of combat arms facilities management, including maintenance, classrooms, firing range structures, munitions buildings, and weapon vaults.
4. Knowledge of safety, security, and EEO regulations, practices, and procedures.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to train and evaluate instructors and students in the classroom on instruction techniques of assigned weapons.
7. Knowledge of Security Forces' procedures and operating methods to independently perform the full range of Security Forces activities, to include protection level resources, installation entry controls, armed responses and dispatch duties.
8. Ability to directly provide budget input.

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**SPECIALIZED EXPERIENCE:** Must possess at least **18** months experience in performing practical Security Force activities in direct support of the military weapon systems and physical security; law and order; and area security operations. The work experiences are in law enforcement, maintaining law and order, preserving the peace, and protecting life and civil rights within the jurisdiction of military installations. Has general experiences in protecting federal property from hazards such as sabotage, espionage, trespass, theft, fire, and accident or willful damage and destruction. Experiences in securing crime and incident scenes; apprehending and detaining suspects; searches persons and property; and collects, seizes, and preserves evidence. Experienced in conducting interviews of witnesses and suspects and obtains statements and testifies in official judicial proceedings. Has work experiences in responding to disaster and relief operations and participates in contingencies. Develops plans, policies, procedures, and detailed instructions to implement Security Force programs. Is competent and experienced in maintaining accountability and ensuring security for weapons, ammunition, and explosives utilized in the course of instruction in accordance with applicable Air Force Instructions. Experienced in implementing ground weapons training programs. Experienced in the control and safeguarding of arms, ammunition, and equipment; and, instructs ground weapons qualification training.

**BRIEF JOB DESCRIPTION:** This position is located in 161<sup>st</sup> Air Refueling Wing, Mission Support Group, Security Forces Squadron. The primary purpose of this position is to conduct formal combat arms training and maintenance activities for the Security Forces Squadron and tenant personnel. Control and operate firing ranges; inspect, repair, and maintain ground weapons. To enforce law, maintain law and order, preserve the peace, and protect life and civil rights within the jurisdiction of the military installation. To oversee the work activities of Drill Status Guardsmen (DSG) assigned to the Security Forces Combat Arms function. Performs Combat Arms Training. Presents repetitive courses or designated blocks of longer courses and presents training material and instruction covering proper use of handguns, rifles, machine guns and other base defense/ground combat skills equipment, in accordance with approved lesson plans and course control documents. Instruction may take place in outdoor or indoor training facilities and will require multiple police/combat agility skill demonstrations. Instructor makes adjustments in presentation or other instructional methods to resolve common classroom problems, to include those of student motivation and communication, as well as, last minute agenda schedule or student changes, student problems, equipment malfunctions, or lack of supplies. Uses training aids and devices in addition to those listed in the POI in a manner that enhances training outcome. Adjusts subject matter discussions to assure material is assimilated by all students. Applies specialized subject matter knowledge in course instruction. Maintains accountability and ensures security for weapons/ammunition/explosives utilized in the course of instruction in accordance with applicable Air Force Instructions. May oversee the work activities of subordinates and Traditional Guardsmen. Trains employees in assigned duties and responsibilities. Assigns work, establishes priorities, and ensures technical quality of work products. Manages and oversees the installation ground weapons training and maintenance program; serves as an instructor and inspects ground weapons. Plans, organizes, and directs the activities of the installation's ground weapons training and maintenance program, incorporating safety requirements, and maintains adherence to safety regulations. Promptly evaluates accidents to determine cause and ensure safety guidelines are followed and necessary precautions are taken to prevent further occurrences. Performs self-inspections and presents detailed reports to senior leadership. Ensures compliance with regulatory requirements, policies, and procedures. Monitors special environmental requirements, such as lead removal. Coordinates with the local Civil Engineering Squadron personnel on various issues, to include development of a joint hazardous waste disposal site and procedures that comply with local environmental laws. Monitors the environment for noise hazards, health problems, and all other safety hazards. Directs and monitors security/resources protection program and procedures. Monitors explosive safety and munitions movement's safety procedures. Notifies appropriate unit commanders of current no-shows rates and third time failures, initiates follow-up actions, and briefs data, as directed. Oversees and assists with the maintenance and inspection of all ground weapons assigned to the installation or covered by host tenant support agreements. Submits forecast and requisition for training weapons, equipment, tools, gauges, target material, and expendable items. Validates the annual munitions allocation product. Develops and publishes local operating instructions (OIs) and reviews other directives for updates as needed. Prepares annual budget to ensure proper funding for program management. Oversees establishing, updating, and maintaining office records of various types. Requisitions office supplies, printing support, and related material. Conducts training classes for military and/or civilians to meet established training/qualification goals. Determines training needs by analyzing requirements and comparing student individual skills with job standards to identify training requirements. As needed, reviews training course materials. Develops training objectives related to training requirements and materials. On a continual basis, develops tests to effectively evaluate students' current comprehension levels and strives to improve their work performance. Makes minor repairs on small arms, using tools, gauges, and equipment. Provides sub-depot level maintenance on ground weapons, assembling and disassembling all small arms utilized in security forces inventory.

**SELECTING OFFICIAL:** CMSgt Scott Whitley

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