

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: <https://dema.az.gov/careers/dema-jobs>

ANNOUNCEMENT NUMBER: 21-009A

DATE: 20 Jan 21

CLOSING DATE: 04 Feb 21

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Administrative Support Tech MPCN: 0969903, PARA 00 LINE 00, E7, 3F5X

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED(X)
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LOCATION OF POSITION:
PHOENIX SKY HARBOR, AZ, 85034-6098

WHO MAY APPLY

Must be within the grade(s) of: **E5 to E7**

****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.****

AREA OF CONSIDERATION: Must be a current member of the AZ National Guard within the grade(s) of E5 and E7.

Individual selected will receive 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.**

INSTRUCTIONS FOR APPLYING: Applications must be submitted following the instructions on this announcement. Applications are accepted through FTSMCS, please see [FTSMCS INSTRUCTIONS](#). For directions on creating an AKO account, please see [AKO INSTRUCTIONS](#). Incomplete applications will not be processed. The following items are mandatory for all AGR announcements: NGB 34-1, Detailed Resume, Virtual MPF RIP, AF Form 422, Copy of Current Fitness Test, Written explanation is required for any missing documents. All other documents are encouraged but optional:

- - 1. Completed NGB 34-1
 - 2. Detailed Resume with dates of employment and contact information.
 - 3. AZ vMPF 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.
 - 4. Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.
 - 5. AF Form 422, Physical Profile Serial Report and DD Form 2992 (flight status only). Must be current within 12 months, this form can be obtained from your Wing Clinic.
 - 6. AZNG 335-1-R / Military Brief
 - 7. AZ Form 34-1, Arizona AGR Application Supplement
 - 8. Letter of verification of Security Clearance from local Security Manager.
 - 9. Memorandum in Lieu of any missing or flawed required documents.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Arizona AIR National Guard and qualify for and be placed in the following compatible AFSC/AOC: 3F5X

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be in the rank of SSgt/E5-MSgt/E7.
2. Must possess ASVAB scores of A-55
3. Must be able to qualify for 3F5X1.
4. This position is subject to rotating shifts, weekends and holidays.

ADDITIONAL 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 2.20.1 of ANGI 36-2101.

7. Individuals selected for Control Grade positions are subject to Control Grade availability.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements for the position being advertised; 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.

BRIEF JOB DESCRIPTION:

This position is located within the 161st Maintenance Group, Goldwater ANGB. Its primary purpose is to serve as the focal point, local authority and expert source for information in providing a wide variety of orderly room/administrative support for the organization. These support responsibilities are comprised of the following type of duties: Serves as the focal point, local authority and expert source for information for all administrative functions of the unit. These functions include correspondence and messages; records documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; on the job training programs for both technicians and unit military personnel; and Personnel Concepts III (PCIII) program. The PCIII work includes security clearances, personnel data control, force management, officer performance reports, training requirements, awards and decorations; inspecting administrative files, publications and procedures in other functional areas; managing the preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations and reconciles the orders process with the workday accounting program to ensure validation of orders requirements; performing and directing the preparation, distribution and accounting of all schedules, directives, maintenance orders, procedures, passports and summaries; and monitoring a correspondence and reports suspense system. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed. The wide variety of work performed by the incumbent is subject to different sets of rules and regulations. The incumbent exercises judgment in selecting or adapting guidelines to difficult situations where existing guidelines do not apply directly to the problem at hand. Recommendations require evaluative judgment, relate to a full variety of administrative functions impacting the organization and have a substantial impact on program direction. Exercises skill in recognizing the dimensions of the problems and in expressing ideas in writing. As Work Group Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Records trends and problems for resolution by the incumbent or other network specialist. Explains complex network concepts to nontechnical personnel in non-technical language. Installs and configures application software to run on stand-alone computers or networked systems for networked "commercial off the shelf" (COTS) software, government owned systems, and client/server networked operation systems (data set/file maintenance, established end-user client software). Maintains automated configuration control files and registers software to the installation. Installs and maintains microcomputers, attached printers and peripheral equipment whether attached to microcomputers, workstations, minicomputers or local and wide area networks. Performs maintenance, trouble shooting, installation, operation, and testing of microcomputer based systems. Gives briefings to new personnel on computer operations and performs demonstrations as required. Works with the end user to explain characteristics of appropriate office automation tools and provides guidance in their application. Brings problems that cannot be resolved at the incumbents level to the attention of a specialist.

SELECTING SUPERVISOR:

CMSgt Lucas Wheeler