

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>
<https://ftsmcs.ngb.army.mil/protected/FTSMCSAdmin/>

ANNOUNCEMENT NUMBER: 21-020A

DATE: 09 Apr 21

CLOSING DATE: 07 May 21

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

HR Officer-Military (009537950J), PARA 00 LINE 00, O5, 38F

APPOINTMENT FACTORS:

OFFICER(X)

WARRANT OFFICER()

ENLISTED()

LOCATION OF POSITION:

TUCSON INTL, AZ, 85706-6000

WHO MAY APPLY: O3 to O5

Placement/Promotion into position as Maj/O4 or higher is subject to Control Grade Availability.

AREA OF CONSIDERATION: Open to current members and those eligible for membership in the Arizona Air National Guard. Must be within the grade(s) of O3 and O5. 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. Copies of OPRs
 5. Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.
 6. 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.
 7. AZNG 335-1-R / Military Brief
 8. AZ Form 34-1, Arizona AGR Application Supplement
 9. Letter of verification of Security Clearance from local Security Manager.
 10. 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: 38F

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be in the ranks of Capt/O3(immediately promotable)-Lt Col/O5.
 2. Must possess AFSC 38FX
 3. Must submit last 5 OPRs.
 4. Must possess a valid state motor vehicle license
 5. This position is subject to rotating shifts, weekends and holidays.
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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, IF SELECTED you must submit a Waiver for Exceptional Circumstances to their HRO remote, through the HRO with final approval at the Air Component Commander level. 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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EVALUATION PROCESS: Each applicant must FULLY SUBSTANTIATE on their application how they meet the requirements listed in the advertised position; 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 at 162nd Air National Guard (ANG) Wing, Mission Support Group, Force Support Squadron. The primary purpose of this position is to direct, manage, administer, and plan Force Support Programs for the wing and geographically separated units (GSU). The incumbent serves as the principle staff officer and chief advisor to the Wing Commander, Group Commanders, Director of Staff, and the Assistant Adjutant General for Air (A/TAG) for all matters pertaining to the administration of Force Support programs which include: Recruiting and Retention, Installation Personnel Readiness, Officer Personnel Management, Enlisted Personnel Management, Civilian Personnel and Active Guard Reserve Programs, Personnel Systems Management, Military Personnel Section, Force Management, Career Development, Force Development, Airman and Family Readiness, Honor Guard Program, Mortuary/Casualty Affairs, Fatality Search and Recovery, Food Operations, Lodging, Fitness, Recreation, and Private Organizations, Non-Appropriated Funds (NAF) and Special Morale & Welfare Funds. The incumbent supervises a work force consisting of Federal, Military, Civilian, and contracted personnel involved in plans, procedures, and operations affecting life cycle management of personnel and base operating support for federal, state, and local missions.

SELECTING SUPERVISOR:

Lt Col Greg Hoffman