

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: 21-029A

DATE: 09 Apr 21

CLOSING DATE: 12 May 21

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

Attorney-Adviser (General)--009527210J, PARA 00 LINE 00, O5, 51J3

APPOINTMENT FACTORS:

OFFICER(X)

WARRANT OFFICER()

ENLISTED()

LOCATION OF POSITION:

TUCSON INTL, AZ, 85706-6000

WHO MAY APPLY: O2 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 O2 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. 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: 51J3

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be in the ranks of 1Lt/O2-Lt Col/O5
 2. Known promotion potential to Lt Col/O5
 3. Must possess AFSC 51J3.
 4. This Position is being announced as a 3 to 5 year tour only.
 5. Must be able to obtain Top Secret/SCI Clearance
 6. Must possess a valid state motor vehicle license
 7. Applicants must be eligible to be admitted to the State Bar of Arizona. Must have a law degree (LLB or J.D) from a law school accredited by the American Bar Association and be an active member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico Bar.
 8. 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.

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 the 162d Wing, Tucson, Arizona. The primary purpose of the position is to serve as the sole full-time professional legal adviser, providing consultation, collaboration, support, guidance, and subject matter expertise (SME) to the Wing Commander. Also serves as the full-time legal adviser to Geographically Separated Unit (GSU) commanders and staff. Provides SME authoritative advisory, consultation, and collaboration in the areas of ethics, medical and physical evaluation, labor, domestic operations and administrative law. Prepares, researches, and issues oral and written legal opinions and legal advice with regard to a wide variety of laws, regulations, instructions, directives and policies in the area of Administrative Law, including but not limited to: Freedom of Information Act, Privacy Act, reports of survey, line-of-duty determinations, constitutions and by-laws of private organizations, formal and informal investigations and commanders' inquiries, legal sufficiency reviews, collateral investigations, federal and state Uniform Code of Military Justice (UCMJ) complaints, Congressional Inquiries, Inspector General investigations, Equal Opportunity/Equal Employment Opportunity (EO/EEO) investigations, fiscal law, unfavorable personnel actions, standards of conduct, family advocacy, and public relations. Advises Commander and staff on interpretation of federal statutes and regulations, ensures that legal advice, consultation, and collaboration is furnished in a timely manner. Provides advisory, guidance, consultation, and collaboration to Commander, staff, and supervisors. Coordinates with State Human Resources Office and the State Judge Advocate on all labor law training as well as impact on established programs, procedures, and methods of operation. Formulates Wing legal policy and its execution; legal representation; legal initiatives; constitutional, civil, criminal, labor law; a full spectrum of expert legal advice to Wing leaders. Prepares and renders legal advice and opinions to commanders and senior staff regarding military justice options.

SELECTING SUPERVISOR:

Brig Gen Jeffrey L. Butler (jeffrey.butler@us.af.mil) DSN 844-6100