

**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/>**

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**ANNOUNCEMENT NUMBER: 21-036A**

**DATE: 09 Apr 21**

**CLOSING DATE: 10 May 21**

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

Public Affairs Specialist (00927250J), PARA 00 LINE 00, O4, 35P3

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**APPOINTMENT FACTORS:**

**OFFICER(X)**

**WARRANT OFFICER()**

**ENLISTED()**

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**LOCATION OF POSITION:**

TUCSON INTL, AZ, 85706-6000

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**WHO MAY APPLY:** O1 to O4

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

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**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 O1 and O4. 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.

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**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. Letter of verification of Security Clearance from local Security Manager.
  7. AZNG 335-1-R / Military Brief
  8. AZ Form 34-1, Arizona AGR Application Supplement
  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: 35P3

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must possess rank 2Lt/O1-Maj/O4.
  2. Must possess AFSC 035P3.
  3. This position is subject to rotating shifts, weekends and holidays.
  4. Known promotion potential to Maj/O4.
  5. Placement/Promotion is contingent upon Control Grade Availability
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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.

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**BRIEF JOB DESCRIPTION:**

This position is located in the Public Affairs Function at the 162nd Air National Guard (ANG) Wing, under direct supervision of the Wing Command. The primary purpose of this position is to carry-out a wide range of public affairs assignments that include elements of visual information, social media, media operations, community engagement, command information, communication planning, contingency/crisis response, environmental, security, policy review, and public affairs resource management in support of the mission and the commander's priorities. The position modifies standard methods, evaluates the effectiveness of information, and adapts approaches in developing new informational materials aimed at enhancing the understanding of recipients.

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**SELECTING SUPERVISOR:**

Col Sandra Wilson (sandra.wilson@us.af.mil) (520) 295-6100 DSN: 295-6100