

**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: 21-065A

DATE: 05 May 21

CLOSING DATE: 21 May 21

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

Human Resources Assistant (009538020J), PARA 000 LINE 00, E6, 3F0X

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**APPOINTMENT FACTORS:**

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

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**LOCATION OF POSITION:**

TUCSON INTL, AZ, 85706-6000

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**WHO MAY APPLY**

Must be within the grade(s) of: E5 to E6

**\*\*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.\*\***

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**AREA OF CONSIDERATION:** Must be a current member of the AZ National Guard within the grade(s) of E5 and E6.

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 (military and civilian) 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. 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.
  - 5. Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.
  - 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: 3F0X

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**MINIMUM APPOINTMENT REQUIREMENTS:**

- 1. Must possess AFSC 3F0X1.
- 2. Must be in the rank of SSgt/E5-TSgt/E6.
- 3. 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,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. 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.

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**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.

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**BRIEF JOB DESCRIPTION:**

The primary function of this position is to provide support and clerical assistance on human resource matters to commanders, line supervisors, managers, and technicians at the base or unit organizational level and to coordinate such matters with the HRO.  
Lead, organize and execute HRO-R section as the NCOIC, Supervise 4 personnel and 2 Title 5 employees, Manage of Air Technician, AGR and Title 5 manning, Validate MMR funding and UMD requirements, Conduct HRO training with Unit Manning Managers, Review SF52, compare PD's and prepare fill request for vacancy announcements Provided leadership metrics for personnel actions with Federal and AGR as well as manning document changes and updates, Provide USERRA briefings and monitor expiration of USERRA rights, Proficient with GEARS, MILPDS, PRADA, e-OPF, EBIS, OPM, vMPF.

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**SELECTING SUPERVISOR:**

SMSgt Virgil Mendivil, virgil.mendivil@us.af.mil, 520-295-7213