

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 21-140A	OPENING DATE: 27 July 2021	CLOSING DATE: 10-Aug-2021
---------------------------------	-------------------------------	------------------------------

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: Air Cargo Specialist Supervisor, WS-5201-10, SMSgt/E8-CMSgt/E9, MPCN: TBD

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.
--

APPOINTMENT FACTOR: OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	AFSC: 2TXXX	ASVAB: Varies
--	----------------	------------------

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona
--

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is open to current AGR members of the 161st ARW, Arizona Air National Guard. Individual selected will receive an 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. NOTE: This position is subject to rotating shifts, weekends and holidays. NOTE: MUST POSSESS AFSC 2TXXX. NOTE: Must be in the grade of SMSgt/E8-CMSgt/E9. NOTE: SMSgt/E8 applicants must be immediately promotable as of the closing date of this announcement. NOTE: This is being announced concurrently with technician announcement 21-140T. NOTE: Due to resource limitation, applicants must be current AGR with consent from losing commander to move AGR resource if selected. NOTE: Placement/Promotion is contingent on Control Grade Availability.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (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.**
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

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

APPLICATIONS MUST BE EMAILED TO: ng.az.azarnrg.list.hro-webmaster@mail.mil. Please send electronic package (in a single file or as few as possible) including all required documents Email address can also be found by clicking the “[Contact Us](#)” link on the Dema.az.gov website then clicking [AZNG Human Resources Office](#) link.

NATIONAL GUARD 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.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; 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.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to plan, direct, and organize work assignments for lower grade personnel.
2. Experience that provided knowledge of various lines of work performed by this function
3. Ability to organize assignments for subordinates, estimate material and manpower needed for specific jobs; able to explain manuals and work procedures; and to prepare production records, work records and reports.
4. Experience which demonstrates the ability to supervise or the potential to perform such duties as evidenced by the ability to communicate knowledge of general supervisory concepts, and knowledge of shop processes.
5. Ability to communicate effectively, both verbally and in writing, to include proficiency in using computers and office productivity software to organize and convey information relevant to the customer and supervisor.

SPECIALIZED EXPERIENCE: Must possess 36 months experience or training which demonstrates that the candidate has the ability to organize assignments for subordinates, estimate material and manpower needed for specific jobs; able to explain manuals and work procedures; and to prepare production records, work records and reports. In addition to the journeyman level knowledge, experience which demonstrates the ability to plan, direct, and organize work assignments for lower grade personnel. Experience which required the review of work requirements and establish priorities to meet deadlines. Experience that provided knowledge of various lines of work performed by this function. Experience which demonstrates the ability to supervise or the potential to perform such duties as evidenced by the ability to communicate knowledge of general supervisory concepts, and knowledge of shop processes. Experience in adapting existing equipment and techniques to new situation.

BRIEF JOB DESCRIPTION: This position is located in 161st Air Refueling Wing. The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors in accomplishing the operations of a distinct organizational unit and to perform associated nonsupervisory work. Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods, and policies. Determines skills, materials, and equipment required to do the work. Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follows pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization, and command support

exercises. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of government-wide programs and policies, e.g., equal employment opportunity and labor management relations. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. Performs other duties as assigned.

SELECTING OFFICIAL: Capt Andrea Kiraly
