

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:  
21-207A

OPENING DATE:  
28-Dec-2021

CLOSING DATE:  
18-Jan-2022

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
Group Superintendent, 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  ENLISTED

AFSC:  
9GXXX

ASVAB:  
N/A

LOCATION OF POSITION: Headquarters Air, Phoenix, Arizona

**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is **open to current AGR members of the (All Units), 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 be able to qualify for AFSC 9GXXX.

**NOTE:** Must be a Current AGR assigned to the Arizona Air National Guard.

**NOTE:** Incumbent will have an AFSC mismatch and will maintain the AFSC: 9GXXX on the UMD.

**NOTE:** Possess the rank of SMSgt / E8 (immediately promotable) - CMSgt / E9.

**NOTE:** Possess a Secret Security Clearance or higher.

**NOTE:** This position is being concurrently announced as Federal Technician; announcement number 21-207T.

**NOTE:** Must have 3 years retainability.

**NOTE:** Current AGR must bring resource with consent of losing commander documented via Memorandum.

**NOTE:** Placement/Promotion is contingent upon 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.azarnng.list.hro-webmaster@army.mil](mailto:ng.az.azarnng.list.hro-webmaster@army.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](http://Dema.az.gov) website then clicking [AZNG Human Resources Office](#) link.**

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### **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.
8. **Per SECDEF Memo "Mandatory Coronavirus Disease 2019 Vaccination of Department of Defense Service Members", dated 24 August 2021, all AGR applicants must either be fully vaccinated against COVID-19 or have an approved/submitted Medical or Religious Exemption prior to starting an AGR Tour.**

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

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**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.

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**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.

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**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. Skilled in exercising supervisory personnel management responsibilities.
2. Ability to advise the commander on assigned program areas of responsibility.
3. Knowledge to advise, carry out, and monitor the Commander's organizational policies, programs, and standards applicable to the enlisted force.
4. Knowledge to develop, participate, and provide guidance in planning, publicizing, and administering ANG/ARNG enlisted awards, recognition and promotion programs.
5. Ability to serve as the commanders representative at staff meetings and councils and when conducting tours through group areas.

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**SPECIALIZED EXPERIENCE:** Must have at least 36 months experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

**BRIEF JOB DESCRIPTION:** This position is located at the Joint Task Force Air Staff in Phoenix, Arizona. The primary purpose of this position is to serve as the principal advisor to the Joint Task Force commander for enlisted and other operational matters. The Senior Enlisted Leader provides leadership and management in organizing, training, and equipping assigned Airmen and Soldiers (drill status, Active Guard Reserve, Title 5 employees and Title 32 dual status technicians) in subordinate areas to support the Air and Army Joint Forces construct. This is an Air National Guard Dual Status Technician position that requires military membership, compatible military skill assignment and classification. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Advises on selection of

candidates for vacancies, development opportunities, details, and reassignments; considers skills and qualifications, mission requirements, and Military Equal Opportunity (MEO) and diversity objectives. Advises the commander on assigned program areas of responsibility. Is a key enlisted leader who operates independently and is essential to mission effectiveness. Serves as the commanders representative at staff meetings and councils and when conducting tours through group areas..

**SELECTING OFFICIAL:** Brig Gen Daniels

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