ANNOUNCEMENT NUMBER: 22-096A  
DATE: 23 Jun 22  
CLOSING DATE: 22 Jul 22

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**
Base Services Specialist (0045946834), PARA 000 LINE 00, E7, 3F1X

**LOCATION OF POSITION:**
Phoenix, AZ, 85706-6000

**WHO MAY APPLY**
Must be within the grade(s) of: E6 to E7

**APPOINTMENT FACTORS:**
OFFICER( )  
WARRANT OFFICER( )  
ENLISTED(X)

**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 E6 and E7. 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. If you are unable to login in to FTSMCS please check the email address associated with your CAC for accuracy on the RAPIDS Self-Service Online. If updates are needed it can be done at your nearest DEERS/RAPIDS Office. 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. 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
9. Memorandum in Lieu of any missing or flawed required documents.

**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 prior to starting AGR tour: 3F1X

**MINIMUM APPOINTMENT REQUIREMENTS:**
2. Must be able to qualify for 3F1X1 per AFECD requirements.
3. Must be in the ranks of TSgt/E6-Msgt/E7.
4. No record of disciplinary action for financial irresponsibility, shoplifting, larceny, petty larceny, or theft.
5. This position is subject to rotating shifts, weekends, TDYs and holidays.
6. Must possess a valid state motor vehicle license

**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.

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.

**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.

**BRIEF JOB DESCRIPTION:**
This position is located within a Base Services Flight at 161st Air National Guard (ANG) flying wing. Its purpose is to analyze and coordinate Base Services functions in support of federal, state, and local missions. The incumbent serves as a point-of-contact for Services-related programs, missions, functions, activities, and events for the wing and its assigned geographically separated units (GSU). Manages Force Support Sustainment operations. Improves work methods and procedures to ensure efficient operation and customer satisfaction. Executes customer service and support programs. Resolves customer complaints. Applies accounting principles to control resources. Inspects and evaluates Force Support activities. Determines resource availability, pricing and merchandise trends, inventory levels and safeguarding procedures. Maintains unit readiness and plans program. Conducts capability readiness and unit type code readiness reporting. Performs mortuary affairs administration functions. Performs additional work center functions such as Resource Advisor, Unit Deployment Manager and Section Training Manager. Provide leadership and management in organizing, equipping, and training to assigned personnel.

**SELECTING SUPERVISOR:**
Capt Arianna Ocampo