

**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/>

---

**ANNOUNCEMENT NUMBER: 23-026A**

**DATE: 01 Dec 22**

**CLOSING DATE: 15 Dec 22**

---

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

**Human Resources Assistant (0114548834), PARA 000 LINE 00, E7, 3F07**

---

**APPOINTMENT FACTORS:**

**OFFICER()**

**WARRANT OFFICER()**

**ENLISTED(X)**

---

**LOCATION OF POSITION:**

TUCSON INTL, AZ, 85706-6000

---

**WHO MAY APPLY**

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

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

---

**AREA OF CONSIDERATION:** Must be a current member of the AZ National Guard 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: 1. [NGB 34-1](#), 2. [Detailed Resume](#), 3. [Virtual MPF RIP](#), 4. [AF Form 422](#), 5. [Copy of Current Fitness Test](#). Written explanation is required for any missing or incomplete documents. All other documents not listed above or marked as **\*REQUIRED\*** 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.
- 

**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: 3F07**

---

**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must possess AFSC 3F071 or 3F571.
  2. Must be in the ranks of TSgt/E6-MSgt/E7.
  3. Must possess ASVAB score A-59.
  4. Must meet AFECD Requirements for entry into 3F071.
  5. This position is subject to rotating shifts, weekends, TDYs and holidays.
  6. Must submit last two (2) Enlisted Performance Reports (EPR's)
- 

**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 the 162d Operations Group, Tucson ANGB. Its primary purpose is to serve as the focal point, local authority, and expert source for information in providing a wide variety of orderly room/administrative support for the organization.

---

**SELECTING SUPERVISOR:**

Lt Col Kevin D. Fisher, kevin.fisher.14@us.af.mil