

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: 23-035A

DATE: 02 Dec 22

CLOSING DATE: 16 Dec 22

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

Administrative Support Tech (111107934), PARA 00 LINE 00, E7, 3F0X

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

PHOENIX SKY HARBO, AZ, 85034-6098

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: Statewide. 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. 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.
 2. 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.
 3. Letter of verification of Security Clearance from local Security Manager.
 4. Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.
 5. Detailed Resume with dates of employment (military and civilian) and contact information.
 6. AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement
 7. Memorandum in Lieu of any missing or flawed required documents.
 8. AZNG 335-1-R / Military Brief
 9. AZ Form 34-1, Arizona AGR Application Supplement
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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 prior to starting AGR tour: 3F0X

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be in the ranks of TSgt/E6-MSgt/E7.
 2. Must possess AFSC 3F0X1.
 3. This position is subject to rotating shifts, weekends, TDYs and holidays.
 4. Minimum of 1 year UDM experience required
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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 161st Operations Group Commander's Support Staff (CSS). The purpose of this position is to manage military personnel programs and advise commanders and Airmen on Air Force personnel policy. This position manages a myriad of Air Force programs, including but not limited to; pay orders, in/out-processing, travel administration, personnel readiness, unit fitness, evaluations, and awards and decorations.

SELECTING SUPERVISOR:

MSgt Mark Barnabas, mark.barnabas.2@us.af.mil, 602-302-9487