

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT
JOINT FORCES HEADQUARTERS/HRO
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Phoenix, Arizona 85008-3495
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WEBSITE: <https://dema.az.gov/careers/dema-jobs>
<https://ftsmcs.ngb.army.mil/protected/FTSMCSAdmin/>

ANNOUNCEMENT NUMBER: 23-086A

DATE: 10 Mar 23

CLOSING DATE: 03 Apr 23

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

Recruiting Flight Chief (0071345834), PARA 0000 LINE 00, E7, 8R20

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: 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. 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
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: 8R20

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be in the ranks of TSgt/E6-MSgt/E7.
2. Completion of ANG Recruiting Flight Chief Course within one year of assignment is mandatory.
3. Must possess a valid state motor vehicle license
4. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
5. Must be willing to work long, irregular hours, become involved in military and civic activities and manage recruiting/retention programs that can withstand public scrutiny.
6. Must be able to qualify for 8R000.
7. Direct supervisory experience preferred.

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.

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:

Responsible for supervision, administration and management of Recruiting and Retention (R&R) programs as outlined in applicable ANGIs and higher headquarters publications and of the wing and state directives. Organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the Supervise all wing production and advanced recruiters. Coach assigned recruiters on problem areas, offer solutions, and recommend corrective, or referral action as necessary. Develop an annual unit recruiting plan, to include goals and objectives, recruiting activities, advertising initiatives and financial planning. Coordinate monthly with the Retention Office Manager (ROM) and the Unit Manpower Document (UMD) Monitor to identify current and projected vacancies. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with ROM. Manage office administration and serve as POC for all wing recruiting activities.

SELECTING SUPERVISOR:

CMSgt Raul Verdugo