

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) 629-4821: DSN 853-4821
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 15-435A	OPENING DATE: 2-Oct-2015	CLOSING DATE: 19-Oct-2015
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: TRAINING TECHNICIAN, GS-1702-07, D1448000, Sgt/E5-TSgt/E6, MPCN:0952618

****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 <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	AFSC: 3S2X1	ASVAB: G-59
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LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

<p>AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is open to current 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.</p> <p>NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.</p> <p>NOTE: Must be able to qualify for AFSC 3S2X1.</p>

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.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**
- **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 with a 75 or higher. If exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**
- **Letter of verification of Security Clearance from local Security Manager.**

<p>APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will</p>
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not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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. You must have completed a medical examination in accordance with AFI 48-123 within the 12 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program. HIV must be current within 6 months.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals selected for AGR tours 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 waiver request through the HRO remote to the HRO for Waiver for Exceptional Circumstances prior to the closing date of this announcement. Waivers must justify why request is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).
6. AGRs will not be reassigned during the first 24 months of their initial tour or within the first 24 months of reassignment, except in the event of an approved waiver from the Human Resource Officer prior to announcement closing date.
7. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
8. Individuals selected for Control Grade positions must meet requirement as stated in ANGI 36-101.

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

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.

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.

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. Ability to communicate effectively both orally and in writing.
2. Knowledge of accomplishing administrative requirements and special projects that require gathering information; researching/querying records, files, and regulations.
3. Knowledge of preparing correspondence, messages/emails, fact sheets, decision papers, and other related documents relative to the ability to fulfill the reporting requirements of the DOD Informational Program.
4. Skill in performing administrative tasks related to student reception, in/out-processing, transportation, clearances, and billeting.
6. Knowledge of applicable training publications, guidance and programs.

SPECIALIZED EXPERIENCE: Must have 12 months experience, education, or training which included administrative, clerical or support duties. Experience assembling data into proper formats as directed by oral or written instructions. Experience with maintaining records and establishing a filing system. Experience obtaining training materials and setting up training equipment (i.e., audio-visual, training aids). Experience gathering data, preparing and submitting reports.

BRIEF JOB DESCRIPTION: This position is located in the International Military Student Office (IMSO) at the 162nd Wing. The primary purpose of this position is to perform a variety of administrative support work for the International Military Student program assisting with budget, training, problem resolution, and assistance for international students. This position also provides overall program management of the Department of Defense Informational Program (DoD IP). Serves as the International Military Student Assistant arranging for all personal and administrative support of International Military Students (IMS) attending courses. Assists with coordination of the social sponsor program and helps arrange for activities under the Department of Defense Informational Program (DoD IP). Assists in executing the activities of the IMS population to include the DoD IP to give the IMS a balanced understanding of American society, institutions, and ideals. Selects, plans, coordinates, and serves as escort for educational field trips for the developing local operating instructions and explanatory material for use by students and guest lectures. Assists in monitoring the training of IMS under the Air Force Security Assistance Training Program (AFSAT) conducted at Tucson Air National Guard Base, Arizona. Monitors student progress, prepares reports on IMS status, and notifies appropriate agency (DoD, AFSAT, and higher headquarters) of any disciplinary patterns, military or civilian, and of scheduled hearings of faculty board proceedings. Advises students on services in general and on specific problems involving local policies, regulations, laws, recreational activities, travel and base facilities. Performs a variety of administrative services; coordinates and conducts projects. Accomplishes administrative requirements and special projects that require gathering information; researching/querying records, files, and regulations. Prepares correspondence, messages/emails, fact sheets, decision papers, and other related documents relative to the DoD

IP. Performs administrative tasks related to student reception, in-processing, transportation, clearances, and billeting. Provides information and welfare services to IMSs.

SELECTING OFFICIAL: Lt Col Colin Coatney COMM:520-295-6295
