

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: 15-396A	OPENING DATE: 4-Sep-2015	CLOSING DATE: 29-Sep-2015
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
MISSION SUPPORT OFFICER, GS-0340-14, (IP) LtCol/05-Col/0-6, MPCN:3400779668 - KEY STAFF APPOINTMENT

APPOINTMENT FACTOR: OFFICER <input checked="" type="checkbox"/> ENLISTED <input type="checkbox"/>	AFSC: Must be fully qualified in one of the following: 17X3, 21X3, 31X3, 32X3, 38X3, 64X3
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LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

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.**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Must be immediately promotable (IP) to Col/06.

NOTE: Must have over 12 months G-Series Command Experience.

NOTE: Must have over 3 years Time in Grade (TIG) as LtCol/05.

NOTE: Selection and placement of any FT selectee contingent on successful Manpower Change Request (MCR).

NOTE: AGR must bring resource with them in exchange for a TECH resource.

NOTE: This announcement is dual announced with 15-396T.

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'.**
- **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.**

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 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 AFI 36-2101(Enlisted & Officer Classification), and ANGI 36-101 (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. 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. Knowledge and understanding of the functional organizational structure of an ANG 8PAA KC-135 Mission Support Group.
2. Ability to coordinate required AEF planning and resources with other ANG and USAF units, the Air National Guard Bureau, and Air Mobility Command to support and implement the AEF mission.
3. The ability to represent and speak for the Wing Commander in the designated jurisdictional area with representatives of the National Guard Bureau, the Adjutant General, USP&FO, MAJCOMs, other military components, tenant units and organizations, state/local governments, local media, business and other public/private groups or organizations having an interest in the programs of the wing/base.
4. Knowledge of the strategic planning process in determining optimum organizational structure, allocation and commitment of major support resources to wing, state, and national strategic plans.
5. Ability to direct the unit Status of Resources and Training Systems (SORTS) and AEF Reporting Tool (ART) reports for all mission support functions to reflect unit mission capability under wartime conditions.
6. Ability to maintain awareness of technological advances and oversee application and implementation of high technology issues and developments associated with command, control, communications, and computers (C4), personnel data systems, air base operability, and security systems.

SPECIALIZED EXPERIENCE: Must have 36 months experience, education, or training in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management. Experience using computer and automation systems. Experience which provides detailed knowledge of the National Guard organizational structures, functions, procedures and techniques. Experience analyzing and interpreting policies and the procedures of higher headquarters/management as to applicability to current policies. Experience presenting and discussing complex matters in a clear and convincing manner. Experience in communicating with people from various backgrounds and circumstances. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

BRIEF JOB DESCRIPTION: This position is located at a self-contained, stand alone, separately licensed Air National Guard aviation base. Its purpose is to serve as the host base Mission Support Group Commander, with a working knowledge of, and responsibility for directing all infrastructure operations of an aviation base. Works under the general supervision of the Wing Commander, exercising full authority and statutory responsibility for executive management and command direction of assigned host base program areas. The manager initiative and exercises independent judgment in assigning responsibilities, directing subordinates, providing guidance and issuing directives and policy for the unit mission, and has wide latitude and authority for the accomplishment of primary base support mission. The incumbent derives guidance from regulations and special instructions of the NGB, United States Air Force, and gaining MAJCOM. Work is evaluated in terms of program effectiveness and accomplishment of mission and program

objectives. Managed operations include civil engineering, crash/fire/rescue, disaster preparedness, environmental management, personnel, command, control, communications and computer systems (C4), logistics plans, programs and readiness, base supply, transportation, vehicle maintenance, contracting, security forces, medical support, base services, fuels management, aerial port operations (as assigned), and all other support base functions. The position has responsibility for directing and managing all Mission Support programs and operations in support of the total base, to include tenant organizations and assigned geographically separated units. Served personnel include Military Technicians, Active Guard/Reserve personnel, Traditional Guard members, Non-Dual Status Technicians, employees of tenant organizations, state employees, and contract personnel. Provides group level direction and management for work characterized as infrastructure support for organizations and tenants of the host ANG base. Directs work to be accomplished by an organization consisting of 8 - 12 full-time direct-report subordinate supervisors and 100-150 base support employees in technician grades up to GS-13, Active Guard/Reserve (AGR) military grades up to Lt Colonel, and various state program and contract employees engaged in supervisory, professional, technical and administrative work. The base level of work managed and directed is determined to be GS-11. Directs and supervises, through subordinate supervisors, staff and production functions affecting base operating support through a wide variety of high cost, sophisticated communications and computer systems, personnel data systems, real property assets, and associated equipment that comprise a significant share of base fiscal resources. A work force of highly skilled staff management, professional, administrative, technical, trades, and crafts occupations in air technician, AGR, state employee, contract employee, and traditional guard status accomplish the work. Employees are employed under a variety of personnel programs, to include AGR, Federal, contractor, and state. Sets priorities and prepares schedules for completion of work. Plans, develops and publishes mission support policies and procedures within the established controls of higher command echelons. Assigns work to subordinate units based on priorities, work requirements and responsibility assignments, and the capabilities of employees. Reviews, accepts, amends or rejects work which has been accomplished through subordinate supervisors. Consults with subordinate supervisors and training specialists on employee development and training needs. Oversees the wing survivor assistance program, and the training/assignment of family liaison officers. Ensures provision of such development and training. Makes decisions on work problems presented by subordinate supervisors. Collaborates with leaders of other units to negotiate, determine, decide on, and/or coordinate work affecting other units not personally supervised. Advises state, local, and Federal officials with broader and higher responsibilities on problems involving the relationship of the work of the organizations supervised to broader programs, and work impact on such programs. Coordinates legal and technical criteria and procedures for rendering decisions associated with mission support functions and corollary higher headquarters and cross-functioning agencies. Plans, develops, and executes support annexes to USAF and MAJCOM operating plans. Evaluates and monitors combat readiness of all mission support functions and branches, as well as all wing personnel, with regard to survivability, chemical defense, and weapons qualification. Reviews and integrates mission support elements with the Operations and Aircraft Maintenance Groups to ensure the units' ability to survive and operate under various conditions. Ensures appropriate service is provided to all geographically separated units (GSU) supported by the host base.

SELECTING OFFICIAL: TAG
