

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: www.azguard.gov/hro

ANNOUNCEMENT NUMBER:
15-337A

OPENING DATE:
21-Aug-2015

CLOSING DATE:
8-Sep-2015

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:

Administrative Support Technician, GS-0303-06, SSgt/E5 - TSgt/E6, MPCN#9699441L

****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 ENLISTED

AFSC:
3A171

ASVAB:
G:47

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: Open to 3S071 or higher (for cross training opportunity) or 3A151 or higher

NOTE: Promotion Opportunity: Up to TSgt (E6).

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

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.**

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 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. Comprehensive knowledge of all military human resources system requirements for assigned unit.
2. Skill in oral and written communications and the ability to prepare and present reports, prepare and process correspondence, interpret policies and guidance, provide advice and guidance to customers, and represent the organization in interactions with other organizations.
3. Knowledge of procedures for processing military human resources documents, to include the identification of problems and trends, and the ability to resolve discrepancies.
4. Knowledge of human resources programs and requirements to ensure customer requests for automated products are satisfied.
5. Ability to use personal computers with different software applications. Use applications to prepare presentations, graphs, charts, and table. Knowledge of Internet applications to obtain pertinent information.
6. Ability to counsel current and potential members on various entitlement and benefit programs.

SPECIALIZED EXPERIENCE: Must have at least 12 months experience in the interpretation and application of regulations, procedures or laws. Experience that provided a working knowledge of administrative functions. Experience performing personnel transactions. Experience working independently and setting priorities with very little supervisory control.

BRIEF JOB DESCRIPTION: This position is located within a Mission Support Group (MSG). The purpose of this position is to provide military human resources (HR) services for the unit, to include military personnel actions and human resources development. Organizes and administers the military human resource programs for the unit. Provides advice, counsel and assistance to the commander and unit staff pertaining to military human resources administration. Interprets, and implements applicable major command, National Guard and state regulations, instructions, policies and precedents pertaining to the full range of military human resources actions. Manages the staffing, classification, assignment, and utilization of personnel in accordance with unit manning documents. Accomplishes a large variety of military human resources transactions which may include assisting with appointment applications, re-enlistments, separations actions, recommendations for promotions, recommendations for awards and decorations, duty assignments, transfers, officer and enlisted evaluations, security clearances, retirements, casualty affairs, fitness program, payroll actions, etc. Provide assistance and information to affected personnel at all levels to complete such transactions. Ensures that all required supporting data is captured and appropriately archived to allow recovery. May be required to support unit deployments, i.e. establish and maintain deployment folders, assist with completion of passport applications, publication of special orders, etc.

SELECTING OFFICIAL: Col Kyle Kobashigawa COMM: 602-302-9399
