

AGR VACANCY ANNOUNCEMENT

ARIZONA AIR NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 267-2783; DSN 853-2783

WEBSITE: www.az.ngb.army.mil/hro

ANNOUNCEMENT NUMBER: 04-337A

DATE: 04 OCT 2004

CLOSING DATE: 18 OCT 2004

**POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:
MILITARY PERSONNEL TECHNICIAN, GS-0204-07, TC9588000, MSgt**

APPOINTMENT FACTORS: OFFICER ()

ENLISTED (X)

LOCATION OF POSITION:

HEADQUARTERS, AIR NATIONAL GUARD, PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current onboard AGR members of the 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 as outlined on the reverse of this announcement. **PCS funds are not authorized.**

NOTE: Previously certified and qualified applicants who applied under 04-250A and 04-307A will have their applications carried over and need not reapply.

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NOTE: This announcement is being concurrently announced with Technician job announcement 04-337T.

NOTE: There is not an AGR resource available at State HQ, successful applicant must have losing commander's approval to bring AGR resource. AGR Personnel occupying positions that are "fenced" may apply, however must be able to obtain an AGR resource that is not fenced and must have losing commander's approval to bring the AGR resource with them. This must occur prior to placement.

NATIONAL GUARD REQUIREMENTS:

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. Individual selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control graded positions.
4. 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).

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

POSITION COMPATIBILITY REQUIREMENTS:

Once the selection is made, the individual(s) must be a member of the Arizona (AIR) National Guard (HQ ANG), qualify for and be placed in the following compatible AFSC/MOS/AOC: 3S0X1

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 or a self generated form that clearly justifies each KSA.

1. Ability to interpret and implement personnel rules, regulations, policies and procedures.
2. Ability to communicate effectively both orally and in writing with peers, supervisors, and base personnel at all levels.
3. Ability to establish and maintain working relationships with peers and management within the organization.
4. Ability to handle multiple tasking and prioritize appropriately.
5. Skill in use of personnel automated data systems (PDS) relative to area of assignment.
6. Skill in the use of Microsoft Office software applications to include Word, Excel, Access and PowerPoint.
7. Ability to effectively manage administrative programs.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). For further information call 267-2783/ 2960/ 2789 or DSN 853-2783/2960/2789. **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

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 nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate in their application package how they meet the requirements listed below in the Specialized Experience area. **Failure to address and justify the Specialized Experience Requirements in your application package will cause you to be considered unqualified for this position.**

SPECIALIZED EXPERIENCE: Must have 12 months experience in administering and performing technical military personnel work in one or more of the following areas: military personnel staffing, military personnel status, or military personnel relations. Experience must reflect the ability to plan, organize, schedule, oversee, review and carry out the work of one or more distinct personnel programs or functions.

BRIEF JOB DESCRIPTION: This position is located in the Air National Guard Headquarters working directly for Military Personnel Management Office (MPMO). The purpose of this position is to administer and perform technical personnel work in one or more of the three broad areas: military personnel staffing, military personnel status or military personnel relations. Serves as a key assistant to a program or functional military personnel officer in directing and overseeing a distinct personnel program or function or in resolving highly technical case oriented problems for service organizations. Plans, organizes, schedules, oversees, reviews, and carries out the work of one or more distinct personnel programs or functions. Reviews the adequacy and acceptability of work performed by lower graded employees in the assigned function(s), as well as that submitted by military personnel clerks and technicians at units and organizations serviced. Reviews, interprets, evaluates, and implements Service, Major Command, National Guard, and state directives, regulations, policies, and procedures applicable to the work of the function/program. Provides authoritative assistance and guidance to state level management, organizational and unit commanders, subordinate employees, serviced units, military personnel, and their dependents. Disseminates state policy on handling various officer and enlisted personnel actions. Researches, interprets, and resolves the most difficult military personnel problems and questions, including those for which guidance is only partially relevant, or is incomplete. Reviews cases submitted by serviced organizations and units and determines the accuracy and adequacy of recommended solutions. Processes and accomplishes a variety of personnel actions of varying complexities associated with the assigned functional area or program.

SELECTING SUPERVISOR: 1LT TRENT CHAMPION