

**AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**  
**JOINT FORCES HEADQUARTERS/HRO**  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: [DEMA Job Listings | Department of Emergency and Military Affairs \(az.gov\)](https://ftsmcs.ngb.army.mil/protected/FTSMCSAdmin/)  
<https://ftsmcs.ngb.army.mil/protected/FTSMCSAdmin/>

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**ANNOUNCEMENT NUMBER: 24-076A**

**DATE: 05 Apr 24**

**CLOSING DATE: 29 Apr 24**

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND AFSC:**

**Military Personnel Flight, Flight Chief, PARA 0000 LINE 00, E8, 3F07**

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**APPOINTMENT FACTORS:**

**OFFICER()**

**WARRANT OFFICER()**

**ENLISTED(X)**

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**LOCATION OF POSITION:**

PHOENIX SKY HARBO, AZ, 85034-6098

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**WHO MAY APPLY**

Must be within the grade(s) of: **E7 to E8**

**\*\*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.\*\***

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**AREA OF CONSIDERATION:** Nationwide. Must be a current member of the National Guard within the grade(s) of E7 and E8.

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.

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**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.

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1. \*REQUIRED\* Detailed Resume with dates of employment (military and civilian) and contact information.
  2. \*REQUIRED\* Completed NGB 34-1
  3. \*REQUIRED\* vMPF RIP. Data Verification Brief or Career Data Briefs will not be accepted. All information to qualify you for an AGR position must be present within your RIP. Enlisted Members MUST show ASVAB scores. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package.
  4. \*REQUIRED\* 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.
  5. \*REQUIRED\* MyFitness Individual Fitness Tracker from MyFitness via myFSS showing current results and history (must be within 12 months). No other documents will fulfill this requirement. Member must be current/passing within fitness standards IAW AFI 36-2905. AF 469 MUST be provided for exemptions on most recent fitness assessment.
  6. \*REQUIRED\* Must submit last three (3) Enlisted Performance Reports (EPR's)
  7. \*REQUIRED\* Letter of verification of Security Clearance from local Security Manager.
  8. Memorandum in Lieu of any missing or flawed required documents.
  9. AZNG 335-1-R / Military Brief
  10. AZ Form 34-1, Arizona AGR Application Supplement
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**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: 3F07

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**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must be in the ranks of MSgt/E7(immediately promotable)-SMSgt/E8
  2. Must possess AFSC 3F071.
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**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. Individuals selected for Control Grade positions are subject to Control Grade availability.

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**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) and 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.

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**BRIEF JOB DESCRIPTION:**

Manages, supervises, and leads military personnel and human resource programs to include force management, enlisted/officer promotions and casualty assistance. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides wing leadership with accurate data points to make force management decisions. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Directs all human resources activities and support services for the host Wing and all supported Airmen within the Military Personnel Flight (MPF), including: Career Development, Customer Service, Employments, Human Resources Office-Remote and the Force Management Branch. Provides oversight, training, and procedural guidance to Commander's Support Staffs.

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**SELECTING SUPERVISOR:**

CMSgt James Wright