

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](https://demajoblistings.com) | [Department of Emergency and Military Affairs \(az.gov\)](https://www.dema.gov)
<https://ftsmcs.ngb.army.mil/protected/FTSMCSAdmin/>

ANNOUNCEMENT NUMBER: 24-095A

DATE: 10 May 24

CLOSING DATE: 24 May 24

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

Knowledge Operations Manager (114558634), PARA 0000 LINE 00, E7, 1D77

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

TUCSON INTL, AZ, 85706-6000

WHO MAY APPLY

Must be within the grade(s) of: **E6 to E7**

****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.****

AREA OF CONSIDERATION: Statewide. Must be a current member of the AZ National Guard within the grade(s) of E6 and E7.

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.

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.**

1. ***REQUIRED*** Completed NGB 34-1
 2. ***REQUIRED*** Current Report of Individual Person (RIP) from vMPF. Data Verification Brief or Career Data Brief will not be accepted.
 3. ***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.
 4. Memorandum in Lieu of any missing or flawed required documents.
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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: 1D77

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must possess AFSC 1D771X
 2. Must possess a current CompTIA SEC+ Certification
 3. Must be able to qualify for 1D771P AFSC per AFECDC requirements.
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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.

BRIEF JOB DESCRIPTION:

This position is located within the 162d Communications Squadron, 162d Wing, AZ Air National Guard and located at Morris Air National Guard Base in Tucson, AZ. The selected candidate will be assigned to the Knowledge Operations Work Center with responsibilities consisting of but not limited to: Facilitates data-driven decision-making by employing

information operations and software development methodologies. Modernizes and enhances the capabilities of warfighters and weapon systems/platforms through rapid design, development, testing, delivery, and integration of secure, reliable mission-enabling systems. Delivers automated solutions to Commanders for making real-time, data-driven decisions. Administers Enterprise Information Systems (EIS - SharePoint) to support knowledge management and collaboration by developing, designing, and maintaining websites. Provides guidance to Wing Leadership on advancing the organization towards effective knowledge management practices. Manages the organization's processes for planning, coordinating, sharing, and controlling information. Oversees the Records Management and Records Lifecycle Program, ensuring compliance with statutory records management requirements, including training, policies, and technologies. Serves as local subject matter expert on the usability and capabilities of enterprise-provided user applications, including those in the O365 suite, to optimize organizational productivity and efficiency. Performs other duties as assigned.

SELECTING SUPERVISOR:

CMSSgt Stephen Zimmer