

**\*\*\* Applications MUST be emailed to the HRO email [ng.ar.ararnng.mbx.hro-jobs@mail.mil](mailto:ng.ar.ararnng.mbx.hro-jobs@mail.mil)\*\*\***

**MILITARY DEPARTMENT OF ARKANSAS  
HUMAN RESOURCES OFFICE, BLDG 7300  
CAMP ROBINSON-HRO-BOX 17  
NORTH LITTLE ROCK, AR 72199-9600  
TELEPHONE: (501) 212-4212/4230; DSN 962-4212/4230  
<http://www.arguard.org/hro/indexhro.htm>**

**AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 18-233A**

**OPENING DATE: 31 October 2018**

**CLOSING DATE: 15 November 2018**

**POSITION TITLE: Administrative Assistant (OA) (GS-0303-07; PD D1526000)**

**MILITARY GRADE REQUIREMENTS: Enlisted, Not to Exceed MSgt/E-7**

**LOCATION: 189<sup>th</sup> Airlift Wing (AW), LRAFB, Arkansas**

**NOMINATING OFFICIAL: Col Don Clark, 189<sup>th</sup> Mission Support Group Commander**

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

**AREA OF CONSIDERATION:** All members of the Arkansas Air National Guard that possess the applicable Air Force Specialty Code (AFSC) or those eligible to become members. In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101

**QUALIFICATION REQUIREMENTS:** Must possess or meet requirements for entry into AFSC 3F5X1. Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Instruction (AFI) 36-2905. Prior to induction into AGR Program selectee must meet all required medical standards in AFI 44-170. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess or be able to obtain a Secret security clearance.**

**PLACEMENT FACTORS:** Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Prior to entry on tour, selectee will meet the physical qualifications outlined in AFI 44-170. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of Announcement. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189<sup>th</sup> AW, and assigned to a compatible military position in AFSC 3F5X1. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

**SUMMARY OF DUTIES:** The selectee assists in managing the Internal Management Control Program (IMPC). Gathers and organizes IMCP material, establishes a suspense system, drafts the annual wing plan, and provides accurate information regarding changes in the program and in the status of the IMCP submission by managers. Assists the Commander, Vice Commander and Wing Inspector General with planning and coordination of the Command Inspection program. Oversees the Officer Evaluation Program. Assists in the development of policy letters which may require researching applicable directives

from higher authority, to ensure conflict will not result from issuance of new policy. When assigned by the Air Commander, supports unit personnel in their computer needs by answering routine questions and bringing issues and problems to the attention of Information Management personnel. Maintains and administers multiple support budgets for the Air Commander's Office. Processes orders for the section, to include preparation, publication, distribution and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations. Maintains personal contact with functional managers to discuss administrative practices and services, provide technical advice, and guidance, and recommend methods and procedures where necessary. Controls access to the Air Commander and/or Vice Air Commander. Reviews incoming correspondence, publications, regulations, and directives, which may affect the supervisor, or programs within the supervisor's purview. Provides for control of all classified documents for the Command Administrative Office. Performs other duties as assigned.

**INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:** **Applications must be emailed to HRO. The email address for HRO is: [ng.ar.ararnng.mbx.hro-jobs@mail.mil](mailto:ng.ar.ararnng.mbx.hro-jobs@mail.mil). E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

1. **NGB 34-1** – Application for Active Guard/Reserve (AGR)
2. **Current AF Form 422 within 5 Years** – Physical Profile Serial Report
3. **IMR reflecting PHA within 12 Months of closing date of Announcement** - Individual Medical Readiness print out
4. **ANG Fitness Assessment Results** for the past twelve months with passing scores
5. **RIP** – Report on Individual Personnel
6. **SF 181** - Race and National Origin Identification

**THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**

//SIGNED//  
MSgt Jillian Churchill  
Human Resources SNCO  
AGR Section