

***** Applications MUST be emailed to the HRO email ng.ar.ararng.mbx.hro-jobs@mail.mil*****

**DEPARTMENTS OF THE ARMY AND AIR FORCE
MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4229; DSN 962-4229
<http://www.arguard.org/hro/indexhro.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 19-001A

OPENING DATE: 2 January 2019

CLOSING DATE: 17 January 2019

POSITION TITLE: Human Resource Specialist

MILITARY GRADE REQUIREMENTS: Enlisted, Not to Exceed SMSgt/E-8 (Pending Availability of Control Grade)

LOCATION: Human Resources Office (HRO), Camp Joseph T Robinson, NLR, Arkansas

NOMINATING OFFICIAL: MAJ Timothy Dean, AGR Manager

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 (1) All members of the Arkansas Air National Guard that possess the applicable Air Force Specialty Code (AFSC) or meet requirements for retraining In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 3F0X1 (requires a minimum Administrative aptitude score of 41). Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Instruction 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. **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 JFHQ, and assigned to a compatible military position in AFSC AFSC 3F0X1. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

SUMMARY OF DUTIES: This position is located in the state Human Resources Office (HRO) that has responsibility for servicing both Army and Air National Guard full-time personnel. The purpose of the position is to provide support for Recruitment and Placement, military AGR Compatibility, Permanent Change of Station (PCS) moves, Recruitment and Retention allowances, and Force Management. Accomplishes work through the use of a variety of automated personnel systems and programs. Provides advice and support to managers, supervisors, and the Human Resources Officer on recruitment and placement matters for a variety of professional, administrative, technical and clerical occupations. Identifies appropriate qualification standard to be applied, validates hire authority, develops position announcements, locates position applicants, develops candidate evaluation criteria and evaluates candidate eligibility, and refers qualified candidates for selection consideration. Reviews and verifies information on requests for vacancy announcements to assure correctness. 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.ararng.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.

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Human Resources SNCO
AGR Section