

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

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
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<http://www.arguard.org/hro/indexhro.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 19-087A

OPENING DATE: 10 May 2019

CLOSING DATE: 24 May 2019

POSITION TITLE: TEMP AGR Recruiting Assistant (FY19 with possible extension pending NGB funding)

MILITARY GRADE REQUIREMENTS: Enlisted, not to exceed TSgt/E-6

LOCATION: 189th Airlift Wing (AW), Little Rock Air Force Base, AR, Air National Guard

NOMINATING OFFICIAL: MSgt Troy Grooms

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 or those eligible for membership, and eligible for entry into the Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Any AFSC may apply. 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. 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 189th AW. **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 incumbent plans, organizes, administers, and troubleshoots the operation and data base integrity of the Military Personnel Data System in support of military human resources management and Recruiting and Retention functions. Provides broad management advisory services for FSS (Force Support Squadron) and Recruiting and Retention. Provides guidance to the FSS, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the Military Personnel Data System and the Air Force Recruiting Information Support System (AFRISS) and military programs in general. Coordinates with AF, Air Reserve Personnel Center, The National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Performs formal and informal training on utilization of the AFRISS system. Analyzes and compares data

between the military personnel data system and interfacing systems. Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the recruiting and human resources career field. Prepares comprehensive human resources and recruiting management reports. Develops, establishes and maintains work function training programs. 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. **Current IMR reflecting PHA within 12 Months of closing date of announcement** - Individual Medical Readiness print out
3. **ANG Fitness Assessment Results** – for the past twelve months with passing scores
4. **RIP** – Report on Individual Personnel
5. **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 Jason Pierpoint
Human Resources SNCO
AGR Section