

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

**DEPARTMENTS OF THE ARMY AND AIR FORCE
ARKANSAS NATIONAL GUARD
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: 19-091A

OPENING DATE: 15 May 2019

CLOSING DATE: 29 May 2019

POSITION TITLE: Human Resources Specialist (365 day Temp AGR)

MILITARY GRADE REQUIREMENTS: Enlisted Min Grade SSgt/E-5, Not to Exceed MSgt/E-7

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

NOMINATING OFFICIAL: Major Seana Warner

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: 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 (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 189th AW, and assigned to a compatible military position in 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: Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. Plans, directs, controls and provides advisory services on all aspects of the Career Enhancement program for Active Guard Reserve (AGR) full time technicians and potential members. Plans, directs, and controls all aspects of the human resources employment program. Plans, directs, and controls all aspects of the Relocation program for all full time members. Ensures accuracy of human resources data system and performs functional review of data reliability relative to full time programs. Incumbent receives all requests for personnel actions from commanders/supervisors in the wing and

routes them to the Arkansas Human Resources Office (HRO) via DCPDS and tracks/monitors all actions to completion. This position is also responsible for tracking/monitoring the Unit Manpower Document (UMD), as received from NGB, and working with the field and HRO to ensure accuracy of local products. 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
- 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 Jason Pierpoint
Human Resources SNCO
AGR Section