

***** 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: 21-061A

OPENING DATE: 22 April 2021

CLOSING DATE: 06 May 2021

POSITION TITLE: MEPS Liaison - Temp AGR (Indef - Continuation based on funding after 25 September 2021)

MILITARY GRADE REQUIREMENTS: Enlisted SrA/E-4, Not to Exceed TSgt/E-6

LOCATION: Little Rock MEPS Station, AR, Air National Guard

NOMINATING OFFICIAL: SMSgt Eric Martin

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: Open to any AFSC. 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 48-123. 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: Must be knowledgeable of the organization, mission, and operations of the ANG. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG liaison duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications. 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 Chapter 7, AFI 48-123. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months prior to entry on Military Duty. 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 ANG HQ. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

SUMMARY OF DUTIES. Develop and maintain constructive, professional relationships within assigned MEPS. Become familiar with applicable ANG recruiting AFIs and USMEPCOM regulations. Utilize the Air Force Recruiting Information Support System (AFRISS) to upload/submit ANG applicant documents, make comments pertaining to applicant processing, notify ANG recruiter of any changes/issues in applicant processing, etc. QC all ANG recruit processing forms submitted to MEPS; verifying accuracy of applicant information, completeness of said forms, and ensuring all MEPS

standards have been met. Assist ANG Recruiters in the scheduling and processing of applicants through the MEPS. Coordinate with responsible sections to ensure ANG recruiter requests for MEPS to MEPS pulls, SPFs, ASVAB tests, and physical examinations are handled in an effective and timely manner. Validate all ANG processors on End of Day report in AFRISS-TF for accuracy. Validate all ANG charges for Meals and Lodging and approve charges to vendor after validation (727s)

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: Applications must be one PDF file and emailed to HRO (multiple documents will not be accepted). The email address for HRO is: ng.ar.ararng.mbx.hro-jobs@mail.mil Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments for this announcement are as follows:

Both, email subject line and your application must be named: Rank Last name, First name and Announcement Number

Example: TSgt Last name, First name 21-081A

Documents must be in one PDF file in the order listed below:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure position announcement number and position title are completed. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17). Failure to do so will result in disqualification.
- 2. Current AF Form 422 within 5 Years** – Must be final signed/approved form.
- 3. Current Individual Medical Readiness (IMR)** – Must be no more than 30 days old. All statuses must be current/ready. Official copy must have applicants name/date and reflect a PHA within 12 months of announcement closing date. (Once logged into your IMR – Right Click, print, Adobe PDF). Screen prints will not be accepted.
- 4. Current ANG Fitness Assessment Results** – Must be no more than 30 days old. Official PDF copy from AFFMS database must have applicants system generated name on it. Must reflect current passing fitness results within 12 months and fitness history. Screen prints will not be accepted. Covid exemptions will be accepted and must be entered into AFFMS, “current testing status” must be read “current”.
- 5. vMPF RIP** – Must be no more than 30 days old. Print and submit all pages. (vMPF path is - Self Service Actions - Personal Data - Record Review/Update - View/Print All Pages - Right Click, print, Adobe PDF).
- 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.