

***** Applications MUST be emailed to the HRO email ng.ar.ararng.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**

<https://arkansas.nationalguard.mil/Careers/Current-Openings/Air-AGR/>

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 21-091A

OPENING DATE: 10 June 2021

CLOSING DATE: 23 June 2021

POSITION TITLE: Inspection Coordinator

MILITARY GRADE REQUIREMENTS: (Onboard AGR) Enlisted, not to exceed MSgt/E-7

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

NOMINATING OFFICIAL: SMSgt Rosemarie Sauvage

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 onboard AGR members of the Arkansas Air National Guard that possess the applicable Air Force Specialty Code (AFSC) or those that meet requirements for entry into AFSC. In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess or able to obtain AFSC 8I100. 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 & AFI 48-170. **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, and assigned to a compatible military position in AFSC 8I100. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

SUMMARY OF DUTIES: Involved in planning, organizing, and executing a wide range of complex activities for the wing/center Commander's Inspection Program (CCIP), and the Exercise and Evaluation Program Administers the CCIP Dashboard and Commander's Inspection Management Board (CIMB). Provides recommendations to the IG and Chief of Inspections regarding inspection policies, procedures, and guidelines. Facilitates logistical and administrative support needed for the execution of Commander's Inspection Program (CCIP). Prepares and staffs required inspection materials to include exercise objectives, scenarios, and associated risk assessments, pre-inspection surveys, and required equipment. Publishes special instructions (SPINS) for unit inspections. Arranges internal inspections with unit/installation managers and IG leadership to allow commanders to control the depth, scope, and frequency of inspections. Coordinates with administrators for the Wing Inspection Team (WIT) and the Management Internal Control Toolset (MICT) during the planning, implementation, and oversight of the inspection program. Ensures WIT members are prepared to conduct the CCIP, and organizes the unit inspection and exercise calendar. Produces written products, including but not limited to, local inspection specific schedules, memorandums, Schedule of Events (SOE), and Master Scenario Events Listings (MSEL). Utilizes tools such as the Inspector General Evaluation Management System (IGEMS) and MICT to evaluate services and processes to determine mission readiness, resource utilization, the state of discipline, and effectiveness/efficiency of the program, activity or function. Instructs self-assessment training modules, trains commanders, and educates base personnel on internal assessment issues and procedures. MAJCOM level: Involved in planning, organizing, and executing a wide range of complex activities to conduct Management Inspections, Unit Effectiveness Inspections, readiness assessments and on-site visits. Continually evaluate unit effectiveness with Pertinent Oversight Authority assistance. Build tailored

risk-based sampling strategies for assigned wings. Validate and verify Wing Commander's Inspection Programs. Identify concerns in Wing Commander's Inspection Reports and analyze resolution efforts. Conduct Unit Effectiveness Inspection surveys and analyze results to shape the sampling strategy for on-site evaluations. Complete individual and group Airmen-to-IG Sessions (ATIS) to gather the opinions, beliefs and perceptions of personnel. Utilizes tools such as the Inspector General Evaluation Management System (IGEMS) and MICT to evaluate services and processes to determine mission readiness, resource utilization, the state of discipline, and effectiveness/efficiency in organizations.

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

Limit file size to 3 MB (1MB or less is ideal), failure to do so may result in your attachment being stripped from the email or rejected. (Downsize instructions – With PDF open – click file – save as other – reduced size PDF – click OK – click save – click yes)

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 system generated 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.