

***** Applications MUST be emailed to the HRO email *****
ng.ar.ararng.mbx.hro-agr-applications@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: 21-156A

OPENING DATE: 17 September 2021

CLOSING DATE: 04 October 2021

POSITION TITLE: Equal Opportunity – Temp AGR (Continuation based on funding after 3-year tour)

MILITARY GRADE REQUIREMENTS: Enlisted – SSgt/E-5 not to exceed MSgt/E-7

LOCATION: 188th Wing, Fort Smith, AR, Air National Guard

NOMINATING OFFICIAL: Capt Alicia Doyel

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 3F4X1. Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Manual (AFMAN) 36-2905. Prior to induction into AGR Program, selectee must meet all required medical standards in AFI 48-123 and 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 188th WG, and assigned to a compatible military position in AFSC 3F4X1. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

SUMMARY OF DUTIES: Plans and conducts organizational assessments. Advises commander and directors on conditions that impact operations and mission effectiveness. Directs semiannual equal opportunity assessment summary. Conducts climate assessments as required. Uses surveys, interviews, focus groups, and other techniques to gather information and identify factors that impact organizational effectiveness and mission readiness. Analyze unit and wing trend data. Performs out and about assessments. Identifies existing and potential equal opportunity and other human relations issues. Emphasizes areas that potentially undermine the installation readiness posture and human relations climate, e.g., demonstrations, dissident and protest activities. Recommend solutions in resolving EO concerns and improving HR climate. Provides advice and consultation to senior leadership and base personnel on EO policies and programs. Serves as authoritative program data source for the installation commander/center commander (Director). Provides information to those seeking EO assistance. Provides referral services as needed to help resolve customer concerns. Ensures all military and civilian are aware of the alternative dispute resolution (ADR) program, benefits, and option to utilize ADR. Processes military equal opportunity (MEO) complaints, equal employment opportunity (EEO) complaints, and equal opportunity and treatment incidents (EOTIs). Conduct MEO complaint clarifications and EOTIs. Conduct EEO pre-complaint counseling. Prepare and conduct ADR activities. Initiate and maintain MEO/EEO/EOTI case files. Plans and conducts human relations education and EO staff

training. Prepares lesson plans and support material for HRE training. Conducts briefings, lectures, group discussions, focus groups, and seminars. Evaluates EO training effectiveness and ensures HRE updates are accomplished. Ensures EO personnel meet initial and refresher training as required. Performs administrative functions e.g., preparing reports and correspondence, responding to congressional inquiries, and file plan management. Prepares news media articles. Maintains historical trend data. Coordinate with Affirmative Employment Program Manager (AEPM) on completion of MD-715 report. Complete additional reports as required. Determines EO office resource requirements and manages annual EO budget. Provides oversight on special interest items as dictated by HHQ i.e., sexual harassment reporting.

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-agr-applications@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. (**2 Documents required**) Current ANG Fitness Assessment Results** – Must be no more than 30 days old. Official PDF copy from myFitness database must have applicants system generated name/date 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 myFitness, fitness assessment due date must not be expired. **(2 Documents required** Once logged into myFitness – **Document 1**, right click, select print, save as PDF – **Document 2**, select fitness tracker report - select printable view - right click, select print, destination should read “save as PDF”, select save)
- 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.