

***** Applications MUST be emailed to the HRO email *****
ng.ar.ararnng.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: 21-179A

OPENING DATE: 19 November 2021

CLOSING DATE: 03 December 2021

POSITION TITLE: TEMP AGR - HRO Remote (Continuation based on funding after 3 year tour)

MILITARY GRADE REQUIREMENTS: 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: CMSgt Shaundara Powell

Individual selected will continue on ordered 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. 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 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 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 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.