

**\*\*\* Applications MUST be emailed to the HRO email \*\*\***  
[ng.ar.ararnng.mbx.hro-agr-applications@army.mil](mailto:ng.ar.ararnng.mbx.hro-agr-applications@army.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: 22-089A

OPENING DATE: 13 May 2022

CLOSING DATE: 27 May 2022

POSITION TITLE: Logistics Management Specialist (QA)

MILITARY GRADE REQUIREMENTS: Enlisted, TSgt/E-6 not to exceed SMSgt/E-8 (pending controlled grade availability)

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

NOMINATING OFFICIAL: Mr. Ronald Rider

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 2S0X1/2T0X1. Applicant must meet Body Composition and Physical Fitness Standards as stated in Department of the Air Force Manual (DAFMAN) 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 189<sup>th</sup> AW, and assigned to a compatible military position in AFSC 2S0X1/2T0X1. **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 the Quality Assurance Manager for the LRS. Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during surveillances or staff assistance visits. Evaluates unexpected fluctuations or trends in statistics, resolves discrepancies, and makes recommendations for change when problems are identified that adversely affect operations. Performs analysis on current or potential problems identified by flight management. Utilizes computer software programs, spreadsheets, databases and graphics to collect, organize, analyze, display, and/or brief management information to customers and/or squadron management staff. Develops, coordinates, and publishes local supplements and makes recommendations to assist in the development of major command (MAJCOM) supplements to Air Force (AF) manuals and instructions applying to the Standard Base Supply System (SBSS). Drafts and finalizes operating instructions, which include but are not limited to, alert plans, duty hour, and designation of delivery locations. Recommends changes to higher headquarters when standard procedures are inadequate or erroneous. Documents findings for problems that cannot be resolved and forwards compiled data to higher echelons for study and resolution. Manages the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level. Develops and maintains trend analysis for stock fund operations and formulates long and short-range projections. Scrutinizes the operations of all Logistics Readiness Squadron functions by conducting internal surveillances. Develops and

maintains a schedule for regular and/or periodic surveillance visits to all elements. Researches and develops checklists, and exercises internal management controls within the LRS. Conducts an exit briefing to discuss identified deficiencies and resolve differences of opinion. Provides a detailed written report of inspection to include procedural clarification to eliminate non-compliance. Drafts replies and provides follow-up for inspection, audit or staff reports. Advises management of compliance and/or procedural changes by squadron or supported activities. Monitors higher headquarters special interest items and establishes special interest items at base level to correct local identified problems. Maintains last two years of inspection, audit, staff assistance, surveillance and analysis reports.

**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@army.mil](mailto:ng.ar.ararng.mbx.hro-agr-applications@army.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 22-084A**

**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 with history** – 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 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.
- 7. AF Form 469** - if applicable, failure to submit with application may result in disqualification.

**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.**