

**MILITARY DEPARTMENT OF ARKANSAS  
HUMAN RESOURCES OFFICE, BLDG 7300  
CAMP ROBINSON-HRO-BOX 17  
NORTH LITTLE ROCK, AR 72199-9600**

**AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 24-140A**

**OPENING DATE: 26 Aug 2024**

**CLOSING DATE: 9 Sep 2024**

**POSITION TITLE: Recruitment and Placement Supervisor**

**MILITARY GRADE REQUIREMENTS: Enlisted, MSgt/E-7 not to exceed CMSgt/E-9 (pending controlled grade availability)**

**LOCATION: Arkansas ANG Headquarters, Camp Robinson- Human Resource Office**

**NOMINATING OFFICIAL: Mr. Josh Sweigart**

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, who possess the Air Force Specialty Code (AFSC), in Accordance with (IAW) Air National Guard Instruction (ANGI) 36-101.

**QUALIFICATION REQUIREMENTS:** Must possess any one of the following AFSCs from the Force Support Career Field (3F): 3F0, 3F1, 3F2, 3F3 or 3F5. Applicant must meet Physical Fitness Standards as stated in Department of the Air Force Manual (DAFMAN) 36-2905. Selectee must meet the PHA requirements outlined in DAFMAN 48-123 and AFI 48-170 and be current in all Individual Medical Readiness (IMR) requirements in accordance with AFI 10-250. **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 Regularly Scheduled Drills (RSDs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the AR ANG JFHQ, and assigned to a compatible military position in AFSC 3F000.

**SUMMARY OF DUTIES:** This position is located in a state Human Resources Office that has responsibility for servicing both Army and Air National Guard full-time personnel. The purpose of the position is to serve as the Supervisory Human Resources Specialist for recruitment and placement, military technician compatibility, permanent change of station (PCS) moves, pay setting, recruitment and retention allowances, and reduction in force. Responsible for the development and implementation of plans to accomplish a statewide technician recruitment and recruitment program. Accomplishes work through the use of a variety of automated personnel systems and programs.

Serves as the state's technical expert advisor and consultant to key management on the full range of staffing options for a variety of professional, administrative, technical, and trades and labor occupations. Provides guidance and advisory services to operating managers in analyzing and proposing solutions to personnel management problems. Is relied on by operating officials to provide comprehensive guidance and advice in such areas as recruitment sources for top qualified employees, availability of needed skills, qualification requirements, retention standings, and other staffing functions. Seeks candidates from a variety of sources, conducts interviews and evaluates qualifications and eligibility for positions being filled. Ensures selecting official has a reasonable number of well-qualified candidates from which to choose. Initiates correspondence

and/or contacts concerning recruitment and placement of applicants with Office of Personnel Management (OPM), Department of Defense (DoD), National Guard Bureau (NGB), other Federal agencies, high schools, colleges and universities. Researches and prepares replies to Congressional inquiries relating to employment.

Analyzes and evaluates the state's current technician staffing situation including turnover, vacancies, and current recruiting strategies to identify and forecast staffing problems. Researches and develops solutions and strategies to recruitment and retention problems that integrate a variety of flexibilities. Provides technical assistance to managers in developing justifications for requesting the use of special salary rate, recruitment bonuses, retention allowances or other authorities.

Develops Merit Placement Plan and ensures compliance with federal laws (i.e., The Technician Act), NGB Regulations, and local labor agreements. Maintains a tracking system to evaluate the Merit Placement Plan. Initiates and develops changes, which will improve the procedures and make the plan more acceptable to both management and employees. Administers merit promotion plan; provides guidance and assistance to supervisors and/or designated subject-matter experts in the development of job analysis and ranking criteria; prepares announcements and receives applications; determines nature of action and legal authority under which action is to be processed; ensures time-in-grade requirements are met when required; establishes and certifies accuracy of rates of pay for all placement actions in accordance with federal law, OPM and NGB regulations, and Comptroller General decisions. Reviews records to check for dual employment and/or dual compensation. Ensures required selection documentation and information is correct including military compatibility. Checks medical certificates and reports from references; checks security requirements; initiates select/non-select letters, etc. Counsels and registers employees in the DoD Priority Placement Program (PPP) and/or OPM Interagency Placement Assistance Program (ICTAP) as appropriate. Defends recruitment and placement actions taken in accordance with policies, regulations, and procedures in the event of recruitment or placement grievances.

Develops, recommends, maintains, and applies state policy for use of such pay setting tools as highest previous rate and recruitment and retention tools. Sets rates of pay for GS and FWS appointments, transfers, promotions, changes to lower grade, and changes between GS and FWS pay systems. In concert with the state classification specialist, determines need for and processes supervisory differential pay.

Serves as the state senior specialist and consultant on military technician compatibility issues and delegated personnel authorities (e.g. pay flexibilities). Provides guidance to supervisors, managers and military commanders on assignment of technicians to compatible military assignments. Ensures employees in non-compatible status obtain the proper AFSC/MOS and/or correct military assignment. Assists supervisors and managers in achieving compatibility. Initiates or recommends approval of appropriate waivers as required.

Manages permanent change of station moves. Initiates transportation agreements. Completes travel orders authorizing various entitlements. Obtains necessary funds from NGB or state Comptroller as appropriate. Provides counseling to employees on entitlements, rights, and obligations. Coordinates with travel offices and employees to facilitate movement of household goods. Reviews and approves travel vouchers for authorized expenditures. Reviews requests for extension of temporary quarters and makes recommendations for approval. Initiates transportation agreements. Completes travel orders authorizing various entitlements.

Develops, coordinates, maintains state plans/guidance involving Merit Placement Plan, reduction-in-force, highest previous rate, recruiting, and retention incentives. Advises commanders, managers, and supervisors on the various programs through formal classroom and one-on-one training.

Provides technical guidance to management and participates as the staffing functional specialist in the collective bargaining agreement process.

Responds to inquiries on recruitment and placement related matters from the serviced workforce and coordinates with NGB-HR as required. Attends national recruitment and placement workshops. May provide assistance to the National Guard Bureau and other state HR specialists on staffing issues.

Oversees the work activities of other employee(s). Trains employee(s) in assigned duties and responsibilities. Assigns work, establishes priorities, and ensures technical quality of work products, initiates personnel actions, approves leave, resolves employee complaints, exercises disciplinary control, establishes performance

standards and evaluates performance.

Performs other duties as assigned.

## HOW TO APPLY:

### **DOCUMENTS MUST BE IN ONE PDF IN THE ORDER LISTED BELOW:**

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure employment announcement number (EOA) and position title are filled in appropriately. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17).
- 2. Current AF Form 422** – Must be signed and approved final copy. Form date must be within 5 years. If the AF Form 422 is older than 12 months from the announcement close date, MDG must sign/date and stamp “validated as current”.
- 3. Current Individual Medical Readiness (IMR)** – All statuses must be current/ready. If “not ready” an AF Form 469 is required. Official copy must have applicant’s system generated name/date and reflect a PHA within 12 months of announcement close date. It is required to submit your IMR in the following manner: log into your IMR, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout. Screen prints will not be accepted.
- 4. Current Fitness Tracker Report with history** Must be the Fitness Tracker Report generated by myFITNESS, no other report will be accepted. Log into myFSS/ myFITNESS and select the Fitness Tracker Report and then the Printable View option. The report run date must be no more than 30 days old from announcement closeout. The report run date is in the top right-hand corner of the fitness tracker. Official PDF copy from myFitness database must have applicant’s system generated name/date on it. Must reflect current passing fitness results. Any exemptions on the last fitness test requires an AF Form 469 to be included in the package. Screen prints will not be accepted.
- 5. vMPF RIP** – Submit all pages. Log into vMPF, under Personal Data click Record Review/Update, click View/Print All Pages, right click, print, Adobe PDF, select “more settings”, click “headers and footers”. The headers and footers date stamp must be within 30 days of announcement closeout.
- 6. SF 181** – Race and National Origin Identification.
- 7. AF Form 469** - if applicable.

Print and scan packets or after digitally signing the 34-1, print to PDF and then merge all documents.

Once all documents are combined into one PDF, complete a cursory review of the ENTIRE application.

Note: A common error that results in most disqualifications is the NGB 34-1 signature is stripped when the PDFs are combined or is stripped in the email system if not saved per the statement above. Failure to do so will result in disqualification.

Limit file size to 3 MB, failure to do so may result in the attachment being stripped from the email or rejected. Downsize instructions – Open PDF, click file, save as other, reduced size PDF, click OK, click save, click yes

**FAILURE TO FOLLOW AND PROVIDE THE DOCUMENTS, IN THE REQUIRED MANNER, WILL RESULT IN A DISQUALIFICATION.**

**E-mail application to both addresses:**

[ng.ar.ararng.mbx.hro-agr-applications@army.mil](mailto:ng.ar.ararng.mbx.hro-agr-applications@army.mil)

AND

[justin.tierney.3@us.af.mil](mailto:justin.tierney.3@us.af.mil)

\*\*\*\*\* Be advised, applications are not reviewed until after the announcement closes. \*\*\*\*\*

Email subject line AND your application must be named: Rank Last name, First name and Announcement Number - Current Status. Failure to do so may result in your application not being received.

\*\*Example: TSgt Doe, John 55-555A – Active Duty, or AGR, or Technician, or DSG

**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.**