

**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: 25-123A**

**OPENING DATE: 13 Jun 2025**

**CLOSING DATE: 27 Jun 2025**

**POSITION TITLE: Civil Engineering Senior Enlisted Leader**

**MILITARY GRADE REQUIREMENTS: (Onboard AGR) Enlisted, minimum grade SMSgt/E-8 not to exceed the grade CMSgt/E-9 (pending controlled grade availability)**

**LOCATION: 189<sup>th</sup> Airlift Wing (AW), Little Rock Air Force Base, AR, Air National Guard**

**NOMINATING OFFICIAL: Lt Col Christopher Wald**

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 189<sup>th</sup> AW that possess the applicable 9-level Feeder Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

**QUALIFICATION REQUIREMENTS:** Must possess a feeder AFSC for entry into CEM code 3E000 (AFSC 3E090, 3E290, 3E490, 3E591 or 3E691) as outlined in the DAFECD. Applicants must meet Physical Fitness Standards as stated in the 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 must meet minimum grade requirements.** Applicants 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 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 189 AW, and assigned to a compatible military position in AFSC 3E000.

**SUMMARY OF DUTIES:** Serves as Senior Enlisted Leader / Chief Enlisted Manager for the Civil Engineer Squadron. Plans, organizes and manages the day-to-day activities of the Civil Engineer Squadron with regards to the PRIME BEEF and mobility programs. Manages deployment/contingency planning for mission requirements. Serves as the subject matter expert and consultant to the unit commander on all matters pertaining to the availability and management of Civil Engineer Squadron administration and services, and PRIME BEEF, and mobility programs impacting the unit. Plans work to be accomplished, sets and adjusts priorities to meet organization and customer needs. Provides direction and advice regarding operating policies, procedures, and guidelines. Accomplishes CE administrative tasks. Provides guidance on a range of operating and administrative issues. Identifies deficiencies and develops/implements plans for increasing mission readiness. Ensures the Civil Engineer Squadron meets requirements for wartime requirements. Takes action to address and/or resolve daily operating problems/issues. Plans, efficiently organizes, and effectively manages the Civil Engineer Squadron's administrative, PRIME BEEF, and mobility activities in compliance with guidance. Manages the PRIME BEEF and mobility programs for the Civil Engineer Squadron. Oversees completion and timely submission of monthly readiness reports. Manages Civil Engineer Squadron's mobility and home station training equipment. Performs work for the planning and management of the training budget and related financial documents. Coordinates with Wing comptroller and financial management staff personnel on matters pertaining to resource management within the Civil Engineer Squadron. Attends and

provides inputs pertaining to Civil Engineer operations at quarterly and annual financial working group meetings. Establishes and develops training programs and classes for PRIME BEEF, OJT and wartime task training. Analyzes and schedules required training to ensure the Civil Engineer Squadron fulfills requirements in accordance with directives. Evaluates training needs and coordinates with host Base Civil Engineer office to determine projects available for accomplishment during unit training assemblies and annual training events. Develops unit mobility and deployment plans to meet worldwide contingency engineering requirements. Identifies unit issues and problems that directly impact the wing and other organizational requirements. Maintains open communication and working relationships with NGB/A4 to ensure currency and accuracy of PRIME BEEF program requirements and readiness to support contingency operations. Determines appropriate actions to resolve shortfalls/limitations. 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 as defined on this announcement. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17).
- 2. Current Individual Medical Readiness (IMR)** – All statuses must be current/ready. If “not ready” an AF Form 469 is mandatory. Regardless of the profile type, if your IMR under the “Profile” column shows a 469 link the AF Form 469 is required with your package, as it is applicable (see requirement 6). Official copy must have the 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.
- 3. Current Fitness Tracker Report with history** - Submit all pages. 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 the 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 must include the applicable AF Form 469 in the package. Screen prints will not be accepted.
- 4. 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.
- 5. SF 181** – Race and National Origin Identification. Omission or unanswered questions require a justification memorandum.
- 6. AF Form 469** - if applicable to applicant (see requirements 2 and 3).

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.**