

**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: 26-011A

OPENING DATE: 15 DEC 2025

CLOSING DATE: 21 DEC 2025

POSITION TITLE: HUMAN RESOURCES & ADMINISTRATION CHIEF ENLISTED MANAGER

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

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

NOMINATING OFFICIAL: Maj 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 onboard members of the 188th WG that possess the applicable Air Force Specialty Code (AFSC), In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess the 9-skill level and have at least 24 months full-time experience in one of the following AFSCs: 3F091, 3F191 or 3F291. Must possess AFSC 3F091, 3F191 or 3F291 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 or be able to obtain a Secret security clearance. Must possess a CCAF degree.

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 188 WG, and assigned to a compatible military position in AFSC 3F091, 3F191 or 3F291. If the applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.

SUMMARY OF DUTIES: Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Discharges security

responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

Manages, directs, and executes wide spectrum of force support operations (Personnel, Base Education & Training, Family Readiness, Installation Personnel Readiness, and Base Services) for wing customers which requires the development of policies and procedures unique to each command in an environment of constantly changing priorities and missions. Develops policies, coordinates, and performs all force support functions for organizations at all levels of serviced installations. Oversees the development and effective implementation of Standard Operating Procedures (SOPs) for all areas of responsibility; and ensures that training needs are planned and implemented on a timely basis to meet constantly changing policy and procedures. Provides expert interpretation on regulatory and administrative guidelines in accordance with generally accepted principles relating to a wide spectrum support operation. Ensures readiness of personnel in support of contingencies, exercises, and wartime tasking. Focal point for all aspects of readiness, base deployment plans, Continuity of Operations Plans (COOP), and emergency action plans.

Conducts analysis to determine the effectiveness of operations, compliance with established policies and procedures, reliability of transactions and validity of supporting documentation. Manages the review of a variety of policies, guidelines, data, documents, reports, processes and procedures to determine trends and data integrity. Identifies actual and potential problem areas and develops actions and tasking to improve operations, correct deficiencies and resolve all discrepancies, differences and problems posed by internal and external sources. Executes policy made at higher levels and provides policy, administrative and technical guidance. Coordinates and participates in the development and presentation of policy and execution training for customers and staff. Develops local policy and procedures for all human resources services within the Wing and coordinates with State Headquarters in the development of policy and programs for the state. Incorporates new ideas and methodologies and applies new and innovative practices as appropriate. Coordinates and advises on human resources actions impacting Airmen to Army National Guard and Joint Staffs at State Headquarters.

Implements the organization's self-inspection program; reviews formal inspection reports, audits, complaints, and other reports to ensure adverse findings are addressed/corrected within the allotted time frame. Directs self-assessment activities of subordinate supervisors. Evaluates unit programs to ensure compliance and performs as the squadron focal point for major inspections. Directs the preparation, analysis, reconciliation, consolidation, and submission of all required reports within established deadlines to higher level management. Monitors the organization's internal metrics and other performance measurement indicators. Tracks customer satisfaction and takes appropriate actions to improve customer service when needed.

Participates in formal and informal management planning, policy and decision-making sessions. Participates in conferences, workshops and other meetings with key personnel concerning Force Support matters involving the changing of mission requirements, new laws and/or directives. 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 right click on the report that was generated and save to PDF. 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

AND

naomi.perez-taylor@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.