

**MILITARY DEPARTMENT OF ARKANSAS  
HUMAN RESOURCES OFFICE, BLDG 3000  
CAMP JOSEPH T. ROBINSON  
NORTH LITTLE ROCK, AR 72199-9600**

**AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 26-038A**

**OPENING DATE: 20 APR 2026**

**CLOSING DATE: 04 MAY 2026**

**POSITION TITLE: FORCE SUPPORT SQUADRON SENIOR ENLISTED LEADER**

**MILITARY GRADE REQUIREMENTS: Enlisted, minimum 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: Maj Michelle Malone**

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

**QUALIFICATION REQUIREMENTS:** 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.

**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<sup>th</sup> AW, and assigned to a compatible military position in AFSC 3F091, 3F191 or 3F291.

**SUMMARY OF DUTIES:** Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensures mission readiness, personnel accountability, and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Advises commanders and Airmen on career progression, benefits, entitlements, and personnel readiness. Administers assignments, promotions, separations, retention programs, casualty operations, workforce planning, personnel data systems, and compliance inspections. Oversees executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution. Manages military postal operations, ensuring secure and timely processing of official and personal mail in accordance with DAF, United States Postal Service (USPS), and federal regulations. By integrating these diverse functions, HRA professionals enhance strategic personnel management, strengthen organizational cohesion, and contribute directly to the operational success of the Air Force.

Manages and directs Force Support programs, operations, and retail operations. Supervises and works in appropriated fund (APF) and Food 2.0 food service activities; fitness and sports programs; community support functions; recreation; Force Support readiness programs; contingency quarters; laundry; mortuary affairs program; and non-appropriated fund (NAF) operations while in-garrison and in deployed environments.

Operates and supervises automated information management systems. Deploys and employs in support of theater operation plans, contingency operations, natural and man-made disasters. Knowledge and proficiency to operate in hostile environments created by terrorism, sabotage or chemical, biological, or conventional warfare.

Conducts education and training (E&T) tasks for maintenance, operations, and support training; education services; curriculum development; and instructor activities. Develops, delivers, and evaluates E&T programs and oversees E&T activities.

#### **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. All applicable portions of the form must be completed. 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 IMR 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 Print and then right click on the report that was generated and save to PDF. **Adjust print settings to ensure all data is included (you may need to select “Fit to printable area”)**. The report run date must be no more than 30 days old from the announcement closeout. 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 (Record Review/Update)** - 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

[naomi.perez-taylor@us.af.mil](mailto: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.**