

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

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 26-046A

OPENING DATE: 13 MAY 2026

CLOSING DATE: 27 MAY 2026

POSITION TITLE: DIRECTOR OF STAFF - AIR

MILITARY GRADE REQUIREMENTS: Officer, minimum grade Lt Col/O-5 (promotable to O-6) not to exceed the grade Col/O-6 (pending controlled grade availability)

LOCATION: Headquarters Arkansas Air National Guard, Camp Joseph T. Robinson, NLR, AR

NOMINATING OFFICIAL: Brig Gen Matthew Groves

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 that meet the requirements for Air Force Specialty Code (AFSC) 97E0, in accordance with (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Open to all officer AFSCs. 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; a Top Secret clearance is desired.

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 Arkansas Air National Guard, and assigned to a compatible military position in AFSC 97E0.

SUMMARY OF DUTIES: Executes delegated command authority granted by the State AG. Serves as the principal advisor to the Adjutant General and/or Assistant Adjutant General for Air on a broad range of matters concerning the United States Air Force and Air National Guard. Represents the Air National Guard for all Defense Support of Civil Authorities (DSCA) and Joint Operations. Broad program responsibilities also includes special Air National Guard programs or initiatives such as State Partnership Programs, Sexual Assault Prevention and Response (SAPR) program, Suicide Prevention, Equal Employment Opportunity, Family Readiness, and Employer Support of the Guard and Reserve (ESGR). Oversees the development, execution, and evaluation of programs and policies pertaining to the command, control, operation and management of Air National Guard in the State.

Serves as the principal full-time representative and spokesperson of the Air National Guard (ANG) senior leadership on the Adjutant General's Joint Army/Air National Guard state headquarters staff. Also serves as the senior ANG manager of the statewide programs conducted under the direction of The Adjutant General (TAG) and for the National Guard Bureau (NGB). Develops and institutes force development and force management plans and programs which ensure units meet future federal and state readiness requirements. Executes delegated authorities granted by the State Adjutant General. Acts in the absence of or for TAG or

Deputy/Assistant Adjutant General for Air in all ANG matters. Directly, and through a subordinate supervisor, manages federal and state employees of the State headquarters. May supervise full-time employees at geographically separated units (GSU) if approved by the Adjutant General. Implements the provisions of the equal opportunity program.

Advises on a wide-range of complex and sensitive issues in matters such as logistics, Command, Control Communications, and Computers (C4), manpower and personnel, strength management, budget planning and oversight, and other support functions related to mission operations ensuring they meet established guidelines, directives and laws. Monitors the effectiveness of programs through review or analysis. Develops and recommends policy that is consistent with the guidance of the Adjutant General. Resolves difficult and sensitive mission oriented problems identified through audits, inspections, complaints or investigations. Translates directives of the Adjutant General into written policy. Authorizes and signs policy, procedures and correspondence on behalf of the Adjutant General or the Deputy/Assistant Adjutant General for Air.

Applies thorough and extensive knowledge of USAF/ANG organizational structures, missions, and objectives in the management of ANG missions/programs. Reviews and interprets existing strategic documents at the DOD, Air Force, NGB, ANG, and MAJCOM levels. Responsibilities include team approaches to planning and integrating a wide range of resources and people from varied weapon systems and disciplines within the ANG. The results of these processes serve as the long-range guide for the Adjutant General, Deputy/Assistant Adjutant General for Air and civilian officials in determining future needs and requirements for the State Air National Guard. Utilizes senior level expertise on national/state/local committees and advisory groups for long-range planning, special initiative studies and integrated planning, the results of which have a wide-ranging impact on national/state/local goals and objectives. May serve as a key member on the battle staff (or state equivalent) for National Guard Civil Support, Defense Support of Civil Authorities and Joint Operations. Responsibilities include advising and determining state recruitment and retention goals, policies and procedures to meet mission requirements.

Serves as the ANG coordinator for the State Partnership Program and maintains liaison with military officials and representatives of the respective partnership nations. Maintains liaison with public officials, civic groups, other reserve component activities, unit advisors and staff representatives. Review and validate analysis and recommendations requested by legislative and other public officials for information or constituent inquiries. Acts as focal point for all environmental and compliance matters within the State ANG.

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. 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 ON THE RIGHT SIDE OF THE PAGE IS INCLUDED (you may need to select “Fit to printable area” and/or change the page orientation to landscape).** 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

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.