

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

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 26-092A

OPENING DATE: 09 SEP 2026

CLOSING DATE: 29 SEP 2026

POSITION TITLE: MILITARY PERSONNEL MANAGEMENT OFFICER (New hire or commissioning opportunity)

MILITARY GRADE REQUIREMENTS: Officer, minimum grade Capt/O-3 not to exceed the grade Lt Col/O-5 (pending controlled grade availability), or Enlisted, new commissioning opportunity

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

NOMINATING OFFICIAL: Col Sarah O'Banion

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, and eligible for entry into the Air Force Specialty Code (AFSC), in accordance with (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 38F4 as outlined in the DAFOCD. Qualification in AFSC 38FX is highly desirable. Start date may be contingent on inter-component transfer. Hire contingent on controlled grade availability. Enlisted applicants: must possess a bachelor's degree and must be qualified for commissioning at the time of application in accordance with AFMAN 36-2032, Military Recruiting and Accessions. Assignment to the AGR tour will not become effective until the individual receives a commission and has completed formal training resulting in the award of an AFSC. Formal training school for commissioning members cannot be requested until after the member has completed officer training school. 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 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 189th AW, and assigned to a compatible military position in AFSC 38F4. If the applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5. Selectee must be medically cleared for AGR duty prior to the AGR order being published. AGR accessions require the State Air Surgeon certifying authority approval on DAF Form 422 prior to starting an AGR order in accordance with DAFMAN 48-123.

SUMMARY OF DUTIES: Formulate personnel plans and programs and develop policy to guide their implementation and execution. Translates program policy into directives, publications, and training manuals.

Participate in total force adaptive planning and execution in support of combatant commanders from peacetime through mobilization, contingency operations and demobilization. Access manpower, personnel, and

equipment availability for UTC posturing and management.

Develop, control, program and allocate manpower resources in support of the Air Force planning, programming, budgeting and execution process. Analyze and determine force composition.

Determine Total Force manpower requirements across the spectrum of Air Force capabilities. Employ industrial and management engineering methodologies to develop manpower determinants and standards. Manage allocation of military and civilian resources through execution and management of the UMD. Conduct management advisory studies.

Develop, test, evaluate, and maintain Air Force recognized organization structure. Analyze and process organization change actions to activate, inactivate, redesignate, and reorganize unit structures.

Administer Air Force performance management and productivity programs. Assess and document organizational performance. Advise on process improvement, best practices and recognizes optimal performance.

Oversee and conduct strategic sourcing studies.

Develop and execute the full spectrum of total force personnel programs to accomplish accession planning and processing, classification and utilization, promotion, recognition, evaluation, reenlistment, assignment action, retraining, retirement, disciplinary, force development and force shaping programs.

Establish Air Force education and training policy requirements. Manage programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries.

Leads and supervises contingency training and operations with an emphasis on specific capabilities and processes focused on expeditionary organizations and command relationships, feeding operations, lodgment of forces, mortuary affairs, casualty reporting, force accountability, fitness, recreation, learning resource centers, and NAF resale operations for both peace and wartime operations.

Develop and administer fitness programs designed to keep the Total Force fit and regenerate Airman and families.

Develop recreational programs to include sports management, tournaments, and special entertainment designed to regenerate the Total Force.

Lead Quality of Service programs and business operations. Establish and maintain sound appropriated and nonappropriated fund financial and corporate standards with internal controls. Establish short- and long-range plans to include growth and facility/equipment improvement and/or replacement.

Develop, administer, and monitor Airman and Family Programs ensuring compliance with policies and standards.

Institute customer service practices designed to meet the needs of commanders, supervisors and the force at large in peacetime and wartime operations.

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 Print 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 score data on the right side of the page is included (you may need to select “Fit to printable area” and landscape format). Fitness assessment administered dates must be fully visible.** 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).

7. Resume - Enlisted applicants only

8. Certification of Official AFOQT Scores - Enlisted applicants only

9. Personal Letter of Intent - Enlisted applicants only

10. Letter of Recommendation (from any level of chain of command) - Enlisted applicants only

11. DAF Form 1288 - (if transferring from another unit outside the Arkansas Air National Guard) Enlisted applicants only

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.