

**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: 25-112A

OPENING DATE: 20 May 2025

CLOSING DATE: 27 May 2025

POSITION TITLE: Wing Conversion Officer, One-Time Occasional Tour (Current funding NTE 30 Sep 2025, additional FY funding contingent on the release of the NGB non-UMD temporary report)

MILITARY GRADE REQUIREMENTS: Officer, not to exceed the grade Capt./O-3

LOCATION: 189th Airlift Wing (AW), Little Rock Air Force Base, AR, Air National Guard

NOMINATING OFFICIAL: Col Sonny Baxter

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 189th AW 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 21A3 as outlined in the DAFOCD. Applicant must meet Physical Fitness Standards as stated in 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 21A3.

SUMMARY OF DUTIES:

1. Directs unit's overall efforts to ensure readiness of assigned aircraft, personnel, and equipment to meet wartime, day-to-day mission requirements, and any State Active Duty to support State Emergencies. Plans, organizes, and oversees the activities of the organization to direct flying operations. Establishes, reviews, and/or revises policies, procedures, mission objectives and organization design for the assigned stall, as necessary to eliminate work problems or barriers to mission accomplishment.
 - a. Through subordinate functional supervisors, directs and supervises staff and production functions affecting very complex high-performance aircraft with a wide variety of high cost, sophisticated systems, controlling approximately two thirds of base dollars. Directs a group work force of skilled technicians and traditional guard members, including a variety of staff, administrative, and trades and crafts occupations operating 24/7 with at least 2 or more shifts.
 - b. Determines goals and objectives for the squadron. Reviews, accepts, amends or rejects work which has been accomplished by subordinate supervisors and organizations
2. Collaborates with the Group Commander/Squadron Commander and other base organizations to plan, develop and implement numerous long-term plans.
 - a. Develops and constantly provides feedback on operational plans to NGB POCs and the Joint Staff. Conducts operational planning to provide for an adaptable, agile force able to respond to dynamic contingency and non-

contingency worldwide events based on the assigned aircraft and mission sets. b. Plans, organizes, schedules, controls, and directs unit aircraft maintenance resources to meet mission requirements. Directs programs to ensure mission accomplishment and the optimum use of resources. In conjunction with the other wing organizations, plans and executes the maintenance elements of the flying hour and training program to ensure the wing can meet contingency and wartime tasking of the aviation element, as well as the Expeditionary Combat Support (ECS). Through subordinate supervisors, manages aircraft maintenance. c. Plans and institutes fiscal controls to ensure compliance with federal law and higher headquarters directives. Provides optimum support to subordinate organizations in asset acquisition, distribution and accountability, fiscal planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities.

3. Coordinates with appropriate groups in the wing to ensure an integrated approach to action solutions of problems relating to fleet health, availability of aircraft, and the ability to conduct the military mission. Assesses the impact of the flying schedule and schedule changes program to ensure that aircraft requirements and configurations can be met.

a. Plans, Implements, and executes contingency operations which may require the activation and deployment of aircraft, personnel, and equipment able to respond to dynamic worldwide events. Participates in decision making impacting aircraft availability, configuration, and capability to support these operations. Plans for force protection, resource protection and recovery of battle-damaged aircraft.

b. Represents and speaks for the Group Commander/Squadron Commander with representatives of the National Guard Bureau, the Adjutant General, USP&FO, other military components, state/local governments, business and other public/private groups or organizations and persons having an interest in the programs of the wing/group. Coordinates aircraft maintenance requirements across agency lines (i.e., the MAJCOM staff and depot agencies).

4. Maintains surveillance and ensures effective operation of the maintenance program. Makes periodic and comprehensive assessment of program through a review of performance indicators, productivity goals and accomplishments, deficiency reports, audit findings, etc. Identifies existing or potential productivity problems and discusses with subordinate supervisors. Ensures that corrective actions or improvement plans are implemented to resolve problems.

a. Develops CONUS and OCONUS deployment plans to meet unit mission goals, inspection schedules, and deployment requirements. Identifies the need for facility/equipment modernization, improvements, and/or replacements.

b. Manages the resource protection program, which includes physical security, information security, and industrial and occupational safety and health.

c. Prepares for and participates in various types of readiness events to support both Federal and State Contingency Plans.

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 7). Official copy must have 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 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

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.