

**OFFICE OF THE ADJUTANT GENERAL
HUMAN RESOURCES OFFICE
CAMP ROBINSON
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN 962-4208/4215
<http://www.arguard.org/HumanResources/HROMain.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 04-388A

OPENING DATE: 22 September 2004 CLOSING DATE: 13 October 2004

MILITARY GRADE REQUIREMENTS: Enlisted (NTE: MSGT/E7)

LOCATION: 188th Fighter Wing, Fort Smith, AR

NOMINATING OFFICIAL: CSMgt Collette Freeman, Personnel Superintendent

POSITION TITLE: Human Resources Assistant (Military) (Anticipated Vacancy)

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: Onboard AGR members of the 188th Fighter Wing. (This announcement runs concurrently with a Technician announcement for the same position.)

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 3S0XX. Must have a minimum Administrative aptitude of 45 for 3S0XX, PULHES 333233.

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 TDY purposes. Individuals 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. Selectee will participate in unit of assignment during UTAs and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th FW, and assigned to a compatible military position in AFSC 3S0XX.

SUMMARY OF DUTIES: This position is located within an Air National Guard Military Personnel Flight (MPF), Mission Support Group at an Air National Guard flying wing. The primary purpose is to assist a higher graded specialist in researching/studying/analyzing and administering all aspects of the assigned function(s). Performs duties in one or more program areas as described below. Incumbent identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters. Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and

the Real Time Automated Personnel Identification System (RAPIDS). Participates in development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Ensures records are accurately maintained and updated. Provides assistance to higher-grade employee with the Point Credit Accounting and Reporting System (PCARS) program. Compiles reports and statistical information regarding various programs. Verifies information and prepares or ensures preparation of ID card requests for all eligible personnel. Assists in the management of the Servicemen's Group Life Insurance (SGLI) program. Ensures unit members are aware of various benefits available through TRICARE medical/dental programs, Survivor Benefits, Thrift Savings Plan (TSP), etc. Participates in management of the Military Dress and Appearance program. Fully participates in administration of the Casualty Service Program and in monitoring of the Family Care Program. Ensures action is taken to correct military records when required. In the absence of the program manager, may assume responsibility for control of the Customer Services element. Processes military passports and applications Performs other duties as assigned.

APPLICATION INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:

Individuals who meet the basic qualification requirements may apply by submitting NGB Form 34-1, Application for Active Guard/Reserve (AGR) Positions, with attachments listed below. Submit applications to: Human Resources Office, Box 946, Camp Robinson, North Little Rock, AR 72199-9600, or to:
188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096,
189th AW/DPC, 112 CMSgt Williams Drive Suite 103, Little Rock AFB, AR 72099-4802, so that it will arrive on or before the closing date of the announcement. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

Current AF Form 422 – Physical Profile Serial Report
Current height and weight statement
RIP – Report on Individual Personnel
SF 181 - Race and National Origin Identification

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.

//SIGNED//

GERALD L. ROBINSON

Capt, AR ANG

**Supervisor Human Resources Specialist
(Classification)**