

HAWAII AIR NATIONAL GUARD

ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

Application Opening Date:

21 DEC 2018

Application Closing Date:

14 JAN 2019

Position Number

FY 19-049

Duty Position:

Aviation Resource Management

Grade Min. / Max.:

MSgt (E7)/MSgt (E7)

Duty AFSC:

1C072

Duty Location:

203 ARS
900 Hangar Ave
JBPHH, Hawaii 96853

Selecting Official: Col Michael Blake

Point of Contact: MSgt Shane Gaines

Comm: 808-672-1235

Who May Apply: **1st Area of Consideration: Open to on-board technician within the (203 ARS) Hawaii Air National Guard that has a duty AFSC 1C072.**

2nd Area of Consideration: Open to military members within the Hawaii Air National Guard that has a duty AFSC 1C072.

3rd Area of Consideration: Open to Air Force military members located in the State of Hawaii that has a duty AFSC 1C072.

4th Area of Consideration: Open Nationwide to Air Force military members that has a duty AFSC 1C072 and must be able to become a member of the Hawaii Air National Guard.

Qualifications, Duties and Responsibilities:

Classification Directory AFECD & AFOCD - (accessed from a .mil computer)

<https://mypers.af.mil/app/categories/c/1363/p/13>

1. Specialty Summary. Performs and manages aviation and parachutist Host Aviation Resource Management (HARM) and Squadron Aviation Resource Management (SARM) functions related to scheduling, standardization and evaluation, flying and ground training, aviation flight records, parachutist jump records and squadron operations. Operates and maintains the Aviation Resource Management System (ARMS). Related DoD Occupational Subgroup: 155600.

2. Duties and Responsibilities:

2.1. Interprets public law, plans, organizes, and directs aircrew and parachutist resource activities. Reviews aviation mission accomplishment reports for accuracy. Initiates actions to support aviation management policies and procedures, and conducts aircrew and parachutist interviews. Prepares and processes aeronautical and military pay orders and flight authorizations.

2.2. Performs aviation and parachutist resource management functions. Monitors flight physicals, physiological training, aircrew qualifications, and other aircrew and parachutist-related programs. Schedules aircrew training and aircraft sorties, and maintains mission information. Monitors individual flight requirements, unit flying hours, and aviation requirement changes.

2.3. Maintains control and accountability for ARMS data. Controls security access to ARMS data interfaces, and advises on matters pertaining to ARMS requirements and modifications.

2.4. Inspects and evaluates production and maintenance of aviation flight and parachutist jump records, files, and reports. Evaluates completed work and group performance. Ensures functional directives are accurate and complete. Reviews aviation resource management procedures and recommends changes. Reviews trend analysis.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: rated, career enlisted aviators, nonrated, operational support, and parachutist duty classifications and aviation management policies; aircrew and parachutist continuation and qualification training and upgrade; flying hour and flying incentive pay.

3.2. Education. For entry into this specialty, completion of high school with courses in oral communications and computer operations is desirable.

3.3. Training. For award of AFSC 1C032, completion of the basic aviation resource management course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 1C052. Qualification in and possession of AFSC 1C032. Also, experience in functions such as scheduling aircrew training, and aircraft sorties, host aviation, or squadron aviation functions.

3.4.2. 1C072. Qualification in and possession of AFSC 1C052. Also, experience in performing or supervising functions such as aircrew scheduling, aviation flight and parachutist jump records maintenance, or maintaining ARMS.

3.4.3. 1C092. Qualification in and possession of AFSC 1C072. Also, experience in preparing and interpreting aviation and parachutist resource management policies and directives.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. See attachment 4 for entry requirements.

3.5.2. For award and retention of these AFSCs:

3.5.2.1. Must have specialty requires routine access to Secret material or similar environment.

3.5.2.2. . 2. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

3.5.3. 3 . For award and retention of AFSCs 1 C0 X2 and 1 C000 :

3 . 5 . 3 . 1 . Completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31- 501, Personnel Security Program Management.

NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

3.5.4. For entry, award, and retention of these AFSCs:

3.5.4.1. Ability to speak distinctly is mandatory



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FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.

***YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM**

34-1: <http://www.ngbpd.c.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>

*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action. **** Application must be signed ****

2. Current & complete Report on Individual Personnel (RIP) printout from virtualMPF

3. Most recent copy of current passing fitness assessment

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Applications are required to emailed to: NG.HI.HIARNG.MBX.NGHI-HRO-AGR@mail.mil

Applications must submit through a DOD government computer and any applications received after 24:00 of close date are returned without action.

NOTE: Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms

Equal Opportunity/ Basic Eligibility Requirements:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.