



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 19-06**

<https://dmva.alaska.gov/employment/>

<b>POSITION TITLE:</b> Aviation Resource Management Craftsman	<b>AFSC or MOS</b> 1C072	<b>OPEN DATE:</b> 12 Oct 2018	<b>CLOSE DATE:</b> 22 Oct 2018
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 176th Operations Support Squadron, Joint Base Elmendorf-Richardson, Alaska		<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-5 <b>Max:</b> E-6	
<b>SELECTING SUPERVISOR:</b> MSgt Shelana Richards	<b>Position Number</b> 878061	<b>PHYSICAL PROFILE:</b> PULHES – 333233	

**AREAS OF CONSIDERATION**

- Only open to RIC 170 technicians that currently possess the announced AFSC and are assigned to the same Program Element Code (PEC) and member of (176 OSS)

**MAJOR DUTIES MAY INCLUDE**

AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD or AFOCD

**INITIAL ELIGIBILITY CRITERIA**

\*In addition to criteria listed on attached pages\*

- Security Clearance - Must be able to obtain: Secret
- Aptitude Requirement: 41 Administrative
- Strength requirement: Demonstrated ability to lift 40lbs
- Applicants must meet INITIAL ELIGIBILITY CRITERIA at time of advertisement closing date
- Must be on board Dual Status Technician (Technician to AGR realignment)
- Must be willing to reside in (relocate to) and work in JBER, Alaska commuting area for 3 year tour.
- Meet the qualification requirements as identified in the appropriate Air Force Instruction for the type of military aircraft flown as a fully qualified pilot or combat systems officer (if applicable) with at least 36 months of Specialized Experience, education, or training

**PREFERRED QUALIFICATIONS**

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:

- Resume
- Cover Letter
- Last 3 Enlisted/Officer Performance Evaluations
- Letters of Recommendation will be accepted

**PREFERRED QUALIFICATION**

Experience with manpower, resource allocation, inter-agency agreements, readiness reporting and personnel actions  
Experience coordinating and negotiating with organizations/personnel both orally and in writing to resolve differences/problems  
Experience which includes responsibility for the supervision and management of personnel

## SPECIAL ANNOUNCEMENT CRITERIA

- The authorized start date for this position is 1 April 2019
- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- Technicians selected for this AGR position are entitled to USERRA. However, because of the Technician position realignment, the position vacated by the Technician may not be available if the Technician exercises USERRA rights

## ACTIVE GUARD AND RESERVE REQUIREMENTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. IAW ANGI 36-101 "Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen 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. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They 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 an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...." If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee. Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
  - Resume
  - Cover Letter
  - Last 3 EPR's (or equivalent)
  - Letter of Recommendation

Use AGR Application Instructions from DMVA website (first line under Application)

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade  
Example: ANG 18-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

\*\* Applications will be accepted through AMRDEC if standard email procedures do not work\*\*

- AMRDEC SAFE Web Application: <https://safe.amrdec.army.mil/safe/> to above email

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

\*\* Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

### QUESTIONS:

Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

CEM Code 1C000  
 AFSC 1C092, Superintendent  
 AFSC 1C072, Craftsman  
 AFSC 1C052, Journeyman  
 AFSC 1C032, Apprentice  
 AFSC 1C012, Helper

## AVIATION RESOURCE MANAGEMENT (Changed 31 Jan 12)

**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. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
  - 3.5.3. For award and retention of AFSCs 1C0X2 and 1C000:
    - 3.5.3.1. Completion of a current National Agency Check, Local Agency Checks and Credit (NACLCL) according to AFI 31-501, *Personnel Security Program Management*.

**NOTE:** Award of the 3-skill level without a completed NACLCL 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