

NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24TH STREET  
LINCOLN, NEBRASKA 68524

***ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-18-013

**Closing Date:** 30 March 2018

**Position Title:** Host Aviation Resource Manager

**Location:** 170th OSS/170<sup>th</sup> GP, Offutt, AFB

**Military Grade Range:** Minimum: TSgt/E-6 - Maximum: SMSgt/E-8  
(SMSgt contingent on availability of control grade)

**Military Requirements:** The AFSC for this position is 1C072. Applicant must hold or have held AFSC in the last three years. On-board AGR applicants must current hold a SECRET or higher security clearance. Must be able to obtain and maintain a SECRET or higher security clearance. AFSC qualifications include ASVAB Administrative score 41, PULHES 333231 and must be able to lift 40lbs and must be a U.S. Citizen. **Applicants will review the qualifications for the award of this AFSC in the Force Manual 36-2105. Failure to review these qualifications may result in the applicant not being eligible for the position.**

**Area of Consideration:** All Current members of the Nebraska Air National Guard and those eligible to become members in the grade of TSgt/E-6 to SMSgt/E-8 that have held the AFSC of 1C072 within the last three years may submit an application for this position. Must be willing to take a reduction in rank if you exceed the maximum grade.

**Qualified applicants will be referred to the selecting official per the approved collective bargaining agreement.**

**Area 1 – AFSC Qualified**

**Area 2 – Non AFSC Qualified**

**Summary of Duties:** 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.

**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.

### **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. See attachment 4 for entry requirements.

3.5.2. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 1C0X2 and 1C000, 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.

3.5.3. Ability to speak distinctly is mandatory for entry, award, and retention of these AFSCs.

3.5.4. For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

# Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

## !!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to [ng.ne.nearng.list.hro-agr-job-apps@mail.mil](mailto:ng.ne.nearng.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application AGR-AF-\_\_-\_\_ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes  No 1. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the Nebraska National Guard Opportunities webpage. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. \_\_\_\_ (Initials)

Yes  No 2. **Records review RIP / SURF Sheet** \_\_\_\_ (Initials)

Yes  No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR),** or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. \_\_\_\_ (Initials)

Yes  No 4. **Current Point Credit Summary -** Applies to Reserve Component/ANG Only \_\_\_\_ (Initials)

Yes  No 5. **Current Flying History Report** (if applicable) \_\_\_\_ (Initials)

Yes  No 6. **AF 422 or DD 2992** (showing current physical PULHES) and PHA within 12 months \_\_\_\_ (Initials)

Yes  No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation **from their fitness monitor** showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. \_\_\_\_ (Initials)

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

**Mail applications to:** NE National Guard  
Human Resource – AGR Branch  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.*