

NATIONWIDE

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6175/6110

POSITION VACANCY ANNOUNCEMENT 22-032a

Open Date: 31 May 2022 Close Date: 29 June 2022

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: CHIEF, HOST AVIATION RESOURCE MANAGEMENT

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: SMSgt/E8

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SMSgt/E8

ORGANIZATION/LOCATION: 175th Operations Support Squadron, MDANG, 2701 Eastern Boulevard, Middle River, Maryland 21220

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee

WHO MAY APPLY: OPEN TO CURRENT MEMBERS OF THE MARYLAND AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Initiates actions to execute aviation/parachutist/missile combat crew management policy and procedures. Prepares and processes aeronautical orders and military pay orders. Schedules aircrew flying and ground training and maintains mission information and planning data. Assists in establishing flying schedules and aircraft and aircrew assignments. Prepares reports, and coordinates aircraft schedules and aircrew training activities with maintenance, communication, armament, intelligence, personnel and medical units. Prepares flight authorizations and monitors individual flight/jump requirements and allocated flying hours. Plans, schedules and supervises aviation resource management functional areas. Analyzes and summarizes reports and aviation/parachutist/missile/operation training and resource data. Reviews personnel action requests on aircrew members and parachutists to determine the effect on their status; monitors individual entitlement to incentive pay. Acts as technical adviser on matters pertaining to the Aviation Resource Management System. Plans, organizes, schedules, directs, and evaluates workloads and duty assignments of 1COX2 personnel. Evaluates work methods and procedures to achieve the most economical use of resources and functions. Manages and evaluates functions and conducts liaison duties with mission support agencies to reduce common problems, improve procedures, and increase efficiency. Performs other duties as assigned.

AFSC

AFSC: 1C092 Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program and the Air Force Enlisted Classification Directory (AFECD) 30 APR 2022. **Knowledge:** Knowledge is mandatory of: flight and jump pay entitlement policy and regulations, aircraft flying hour management, authorization requirements to perform in-flight and parachutist duties. Perform management actions in the Aviation Resource Management System. Build ad hoc reports to track aircrew, parachutist and missile combat crew member training requirements. Validate compliance to aircrew,

parachutist and missile combat crew qualification requirements. **Education:** For entry into this specialty, completion of high school with courses in oral communications and computer operations is desirable. **Training:** Completion of the basic aviation resource management course is mandatory for the award of AFSC 1C0X2. **Experience:** The following experience is mandatory for award of the AFSC indicated: **1C052**-ualification in and possession of AFSC 1C032. Also, experience in aircrew, scheduling aircrew training, and host base/squadron aviation resource management functional areas. **1C072**-Qualification in and possession of AFSC 1C052. Also, experience in performing or supervising functions experience in aircrew, scheduling aircrew training, and host base/squadron aviation resource management functional areas. **1C092**-Qualification in and possession of AFSC 1C072. Also, experience in preparing and interpreting aviation and parachutist resource management policies and directives. The member must have the SEI 066. **Other:** The following are mandatory as indicated for entry into this specialty: See attachment 4 for entry requirements. For award and retention of these AFSCs: 3.5.2.1. Specialty requires routine access to Tier 3 (T3) information, systems or similar classified environments. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301,

Computer Security.

For award and retention of AFSCs 1C0X2 and 1C000: Completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*.

NOTE: Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405. For entry, award, and retention of these AFSCs: Ability to speak distinctly is mandatory

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 3 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must currently have or be able to obtain SECRET clearance.
7. Must hold 1C072 AFSC and be able to obtain SEI 066 within one year.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED **APPLICATIONS WILL NOT BE RETURNED!**

SUBMIT APPLICATION IN ORDER LISTED BELOW

- NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- AGR Profile Verification Statement (**fourth page of this announcement**).
- Most Recent Air Force Fitness Management System (AFFMSII)
- Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- All DD214s or NGB 22
- Completed Questionnaire (**below**)

For Positions Advertised to "Current On-Board AGR Applicants Only":

- Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y / N

- Are you currently a Maryland Air National Guard Member? If not, What state?
- Are you currently AGR? If so, what State?
- Are you currently a Technician? If so, what State?
- Are you currently deployed? If so, what location?
- Are you currently on ADOS? If so, with who? & what is the ending date?
- Are you currently in a "fenced" position?

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**):

Email:

Phone:

**FORDWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT ENTITLED: 22-032a LAST NAME-Chief, Host Aviation Resource Management**

DUE TO COVID -19, WE WILL NO LONGER EXCEPT WALK INS. DROP OFF IS AVAILABLE TUESDAY- FRIDAY 0800 - 1600 AT THE FIFTH REGIMENT ARMORY MAILROOM LOCATED ON THE 1ST FLOOR. ALL APPLICATIONS MUST BE IN A SEALED EVELOPE LEGIBILITY HANDWRITTEN OR TYPED, WITH THE MEMBER NAME AND ANNOUNCEMENT NUMBER. NO EXCEPTIONS

**IF MAILING, DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.
MAIL APPLICATION AND ATTACHEMENTS TO:**

**Human Resources Office
ATTN: NGMD-HRO-AGR-AIR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288**

***Applications must be received in the HRO not later than close of business on the closing date!
Applications received after the closing date will not be considered.***

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME

ANNOUNCEMENT #

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: Admin: Gen: Elect:

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P U L H E S X Factor Dated

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION