

NATIONWIDE

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (667) 296-3498

POSITION VACANCY ANNOUNCEMENT 22-065a

Open Date: 07 September 2022

Close Date: 07 October 2022

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

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: AVIATION RESOURCE MANAGER

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: MSgt/E7

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7

ORGANIZATION/LOCATION: 104th Fighter Squadron, 2701 EASTERN BLVD, MIDDLE RIVER, MD, 21220

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

WHO MAY APPLY: OPEN NATIONWIDE 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 1C0X2 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.

AFSC

AFSC1C072 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.
Experience. 1C072. Qualification in AFSC 1C072. Also, experience in performing or supervising functions experience in aircrew, scheduling aircrew training, and host base/squadron aviation resource management functional areas.

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.

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)
- Last three (3) military evaluations if applicable
- 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? _____
- 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**): _____, _____

FORDWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT ENTITLED: 22-065a (LAST NAME) – AVIATION RESOURCE MANAGER

DUE TO COVID-19, WE WILL NO LONGER ACCEPT WALK-INS.

APPLICATION 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 ENVELOPE LEGIBLY HANDWRITTEN OR TYPED, WITH THE MEMBER’S NAME AND ANNOUNCEMENT NUMBER. NO EXCEPTIONS.

IF MAILING, DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS. ALLOW 5 TO 7 BUSINESS DAYS FOR MAIL PROCESSING. 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**