

**\*\*\* Applications MUST be emailed to the HRO email [ng.ar.ararnq.mbx.hro-jobs@mail.mil](mailto:ng.ar.ararnq.mbx.hro-jobs@mail.mil)\*\*\***

**MILITARY DEPARTMENT OF ARKANSAS  
HUMAN RESOURCES OFFICE, BLDG 7300  
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NORTH LITTLE ROCK, AR 72199-9600  
TELEPHONE: (501) 212-4212/4230; DSN 962-4212/4230  
<http://www.arguard.org/hro/indexhro.htm>**

**AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 19-014A**

**OPENING DATE: 17 January 2019**

**CLOSING DATE: 1 February 2019**

**POSITION TITLE: Aviation Resource Management Specialist**

**MILITARY GRADE REQUIREMENTS: Enlisted, Not to Exceed MSgt/E-7**

**LOCATION: 189<sup>th</sup> Airlift Wing (AW), Little Rock Air Force Base (LRAFB), AR**

**NOMINATING OFFICIAL: SMSgt Alissa Miller, Aviation Resource Management Superintendent**

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

**AREA OF CONSIDERATION:** All members of the Arkansas Air National Guard or those eligible to become members that possess the applicable Air Force Specialty Code (AFSC) or able to attain the applicable AFSC and meet requirements for retraining In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

**QUALIFICATION REQUIREMENTS:** Enlisted not to exceed MSgt/E-7. Must possess or meet requirements for entry into AFSC 1C0X2 (requires a minimum Administrative aptitude score of 41) and a minimum PULHES of 333233. Applicant must meet Body Composition and Physical Fitness Standards as stated in Air Force Instruction (AFI) 36-2905. Prior to induction into AGR Program selectee must meet all required medical standards in AFI 44-170. **Note:** Individuals who exceed the minimum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position

**PLACEMENT FACTORS:** Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Prior to entry on tour, selectee will meet the physical qualifications outlined in AFI 44-170. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of Announcement. Must meet the AFSC skill level requirements for his/her military grade IAW ANGI 36-101 Chapter 2. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 189<sup>th</sup> AW, and assigned to a compatible military position in AFSC 1C0X2. **If applicant selected does not possess the AFSC, they must sign an agreement to retrain IAW ANGI 36-101, Chapter 5.**

**SUMMARY OF DUTIES:** The incumbent interprets and administers laws and regulations regarding incentive pay and has sole approving authority to determine eligibility and entitlements to Aircrew Incentive Pay (ACIP), Career Enlisted Force Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP, (parachutist duty)) on all aviation related duties for personnel assigned to the Air National Guard Unit. Determines eligibility and prepares Military Pay Orders authorizing

awarding or recoupment of incentive pay actions based on Department of Defense regulations. Controls and monitors the resource and training requirements of assigned rated and non-rated aircrew for mission accomplishment and safety of flight. Receives direction and coordinates aircrew management changes, suspension/disqualification actions, and changes in Flying Status Codes (FSC). Researches, validates and interprets Air Force Instruction (AFI) Mission Design Series (MDS) specific medical and physiological requirements, and flying and ground training requirements, and compares with higher headquarters mission training requirements to create the Aviation Resources Management System (ARMS) training table. Translates these requirements into air crew training tables, profiles, reports, etc. Develops and implements unique applications programs using base-level computers to meet the specific needs of the unit. Designs, develops, and modifies reports using System Query Language (SQL), locally developed computer programs, or ad hoc queries to provide management with data retrieved through selective manipulation of the database. Conducts weekly aircrew briefings responsible for student documentation, Go/No-go procedures, ensures students are qualified and current prior to flight training start date, and conducts student and permanent party in/out processing. Performs other duties as assigned.

**INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:** **Applications must be emailed to HRO. The email address for HRO is: [ng.ar.ararng.mbx.hro-jobs@mail.mil](mailto:ng.ar.ararng.mbx.hro-jobs@mail.mil). E-mailed applications must be submitted in one .pdf file unless prior coordination has been made to submit the application in a different format.** Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed on NGB Form 34-1. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. "YES" answers in Part IV of NGB 34-1 (except item 9) must be explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

1. **NGB 34-1** – Application for Active Guard/Reserve (AGR)
2. **Current AF Form 422 within 5 Years** – Physical Profile Serial Report
3. **IMR reflecting PHA within 12 Months of closing date of Announcement** - Individual Medical Readiness print out
3. **ANG Fitness Assessment Results** for the past twelve months with passing scores
4. **RIP** – Report on Individual Personnel
5. **SF 181** - Race and National Origin Identification

**THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**

//SIGNED//

MSgt Jillian Churchill  
Human Resources SNCO  
AGR Section