

Nationwide Job Opportunity ANG Active Guard/Reserve AGR Vacancy

**STATE OF WYOMING MILITARY DEPARTMENT
Human Resource Office – AGR Branch
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Aviation Resources Management Specialist**
Announcement No: **17-A318**
Opening Date: **24 January 2017**
Closing Date: **15 February 2017**
Max Grade Authorized: **E-8**
Min Grade Authorized: **E-7 (Promotable with SNCO PME complete)**
Duty SSI/MOS/AFSC: **1C072**
Security Clearance: **SECRET**
Unit/Duty Location: **153rd Operations Group, Cheyenne, Wyoming**
Female Asg Elig: **Open**
Nominating Official: **Col Paul Lyman, 153 AW / CC**
Selecting Official: **Col Justin Walrath, 153 OG / CC**
Eligibility: Open to current WY ANG members and those eligible to become WY ANG members

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file folders, binders, etc. Applications will not be returned. Applications must be legibly completed, **MUST** be signed and dated, and must contain the following documents at a minimum.

Submit applications to:	WY-HRO-AGR Points of Contact:
Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320	SGT Lorien Mele (307) 772-5127 SSG Katie Upton (307) 772-5227 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarnq.list.org-jobs@mail.mil

_____ **Cover letter**

_____ **Current Resume**

_____ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

_____ **Last 3 EPRs/OPRs:** If less than 3, submit all available evaluations. Applicants not requiring EPR/OPR submit a letter of recommendation from your military supervisor.

_____ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

_____ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*

_____ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession.

_____ **SF 181**, Ethnicity and Race Identification

_____ **Administrative Grade Reduction (if applicable):** Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

6. INITIAL ELIGIBILITY REQUIREMENTS

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
- **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
- **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
- Must not have been previously separated for cause from active duty.

7. SPECIAL REQUIREMENTS

- **Applicants MUST have SEI066 Chief Host Aviation Resource Management (CHARM) certification. Desired certification includes SEI271 Superintendent qualification.**
- Selected Applicant must possess or be able to obtain a **SECRET** clearance within one year from date of selection. Failure to obtain and/or maintain a secret clearance will result in separation as an AGR.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

8. POSITION DESCRIPTION

Interprets and administers laws and regulations regarding incentive pay and has sole approving authority to determine eligibility and entitlement 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, Air Force Instructions and all governing laws. Develops validation processes to determine if assigned aircrew members meet incentive pay requirements in accordance with (IAW) various Department of Defense (DoD) and Air Force (AF) Regulations; reconciles ARMS records by comparing against documentation from Finance and Maintenance Operations Control; and ensures incentive pay entitlements are processed and reviewed and reconciled IAW established public laws. Advises aircrew members when pay entitlements change. Provides accurate and timely historical incentive pay records to the Air Force Audit Agency and Federal Aviation Authority (FAA) upon official request.

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 ARMS training table. Translates these requirements into aircrew training tables, profiles, reports, etc., and utilizes products to provide information to aircrew, senior leadership, training coordinators, commanders, and outside sources to include Numbered Air Force (NAF), Major Commands (MAJCOM), and Headquarters (HQ) U.S. Air Force (USAF) to show training requirements, overall training objectives, and accomplishments. Manages Wing Flying Hour Program by developing procedures for accurate and timely processing of flying hours and verifies accuracy with Logistics Group personnel to determine inventories of assigned, projected, available, and actual expenditure of hours. Develops and provides information and reports to reflect training accomplishments, pending training requirements, cost for flying hours expended and how this impacts year end goals for training and flying hours budget. Develops and executes procedures or checklists for in processing, out processing, auditing and self-inspections of flight record folders for all aviators to include written go-no-go procedures, pre-mission, and post-mission review; recording aircrew and aircraft flying hour data; and determining aviation service action for attached and assigned flying personnel as it directly affects mission accomplishment and safety of flight. Reviews a variety of documentation and ensures aviation personnel are assigned to the proper Aviation Position Indicator and verifies these indicators are mirrored on several Unit Manning Documents (UMD) including State Headquarters, Fighter Wing, Medical Squadron, Operations Group and Fighter Squadron. Authenticates and publishes aeronautical orders to start, suspend, disqualify or terminate aircrew member's requirement to perform operational flying or jump duties and awards aeronautical ratings, aviation badges; and assigns the appropriate aircraft Mission Design Series. Develops database queries to assist in identification of suspense actions or actions requested by senior leadership to include promotion boards, disciplinary boards, or commander specific requirements. Determines eligibility

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for aeronautical ratings in accordance with several Department of Defense guidelines and instructions. Determines the requirements to build Flight Evaluation, and Career Enlisted Aviator Aircrew Evaluation Board packages for higher headquarters coordination and approval. Develops and maintains procedures with outside agencies (i.e. FAA, Office of Special Investigation (OSI), etc.) to validate that aircrew medical requirements are in compliance and accomplished in accordance with appropriate Air Force Instruction. Provides individual aircrew aviation service and historical data to requesting civilian and federal agencies for several purposes to include aircraft accident investigations and the intent to hire purposes under FAA guidelines and according to the Pilot Records Improvement Act of 1996. Writes and revises several independent local operating instructions including Aircraft Accident Procedures. Coordinates matters with NGB, HQ MAJCOM, and service organizations staff personnel to obtain clarification or recommend changes to instructions and procedures. Serves as the wing focal point for aviation service actions for upward reporting.

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. Analyzes management report products to determine program adequacy and accuracy, negative trends, and initiates corrective actions. Performs the testing, and evaluation of new ARMS patches, updates, or releases and performs the installation of ARMS on computers for new users or on replacement equipment. Communicates with Air Force Major Command points of contact regarding ARMS updates for problems or desired changes to system and to ensure ANG use of the ARMS program is compatible with the AF standards, i.e., aviation objectives, policies, plans, and concepts. Ensures that use of additional software products meet requirements for interfacing with Personnel, Finance, Medical, Maintenance, and Airfield Management as well as ARMS; are consistent with the management of the ARMS system; and cost effective for the intended use. Trouble shoots and recognizes system related problems, their possible causes, and repairs or requests system repairs to the proper authority or DoD agencies. Performs system hardware and software upgrades when required for ARMS data systems to ensure all users maintain minimum requirements. Establishes or modifies local operation procedures for providing data automation support through coordination with host Information Processing Center (IPC) and various users. Maintains, controls, and assigns security levels to users to ensure security of the database. Ensures all Standard Systems Group modifications and changes are implemented into ARMS in compliance with the base-level ANG requirements. Coordinates with the ARMS Working Group (AWG) and communications personnel to keep the system in compliance with AF standards and requirements. Maintains liaison with Local Area Network managers to ensure the proper use of computer systems. Writes and submits data automation enhancement, system maintenance, and deficiency reports to appropriate organization or agency. Reviews governing directives, policies, instructions, manuals, system databases, file structures and outside sources to analyze and resolve various system problems and develop processes to implement and verify aviation service eligibility.

Performs Flight Services Specialist work within the Air Operations Division which is responsible for coordinating and maintaining liaisons with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search

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and rescue operations, and natural disasters. Works independently to provide aircrews with information and assistance for planning and conducting safe flight operations. Provides preflight briefings to military and civilian aircrews, reviews and evaluates proposed flight plans for technical accuracy and compliance with USAF, FAA, DoD and International Civil Aviation Organization directives, provides flight following as required on all flight plans and briefs Notices to Airmen (NOTAMS) as required prior to flight. Communicates with in-flight aircrew through use of UHF/VHF communications, to provide information regarding flight plans, clearances, advisories on local, en-route, and destination airfield conditions. Coordinates and schedules use of special military airspace including air refueling areas, military operating areas, and landing and drop zones. Maintains, issues, and destroys classified and COMSEC material for unit and transient aircraft. Coordinates and performs foreign object debris inspections on taxiing and parking areas. As required, activates secondary crash phone network for aircraft accidents, and in-flight/ground emergencies.

Performs other duties as assigned.