# Texas Air National Guard
# Air Active Guard Reserve (AGR) Vacancy

Announcement Number: **AGR-18-71**

Open Period: **16 August 2017 to 05 September 2017** ***(This is a 20 day announcement)***

Open Areas of Consideration: **Nationwide**

*This vacancy announcement is open to current members of the Texas Air National Guard and those eligible to transfer to the Texas Air National Guard.*

Appointment Factors: **Open to NTE TSgt/E-6**

Position Information

**Title: Aviation Resource Management (HARM)**
**Grade: TSgt/E-6**
**DAFSC: 1C072**
**Position #/s: (0148) 0082036534**
**Unit/Duty Location: 149 OSS, JBSA Lackland, San Antonio, TX**
**Funding Availability: AGR Funded effective 01-Oct-17**

Concurrently Advertised: **N/A**

## SUMMARY

**Specialty Summary.** 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).

**Duties and Responsibilities:**

- 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.
- 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.
- Maintains control and accountability for ARMS data. Controls security access to ARMS data interfaces, and advises on matters pertaining to ARMS requirements and modifications.
- 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.Will not perform additional duties IAW ANGI 36-101.

## QUALIFICATION REQUIREMENTS

- ***Trainees Not Applicable:*** **MUST HOLD 1C052 AFSC**
- 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.
- Experience. 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.
- ***Applicants must have HARM experience.***

## CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, Administration of Sanctuary in the Air Reserve Components.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

## INSTRUCTIONS FOR APPLYING: - Incomplete/expired paperwork will NOT be considered!

1. **Required**: **NGB Form 34-1**, ***Application for Active Guard/Reserve (AGR) Position***, ***dated 11NOV2013***; *previous versions are obsolete.* Announcement number & position title must be annotated on the form. **(i.e. "AGR-17-XX")**
2. **Required**: **Current Report of Individual Person (RIP), within the last 30 days.** For AF/ANG, you can obtain your Records Review RIP from your FSS/CSS or go to https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx (RIP must show your ASVAB scores and awarded AFSCs). RIPs must be no more than *30* calendar days old.
3. **Required**: **Current Report of Individual Fitness Assessment, within the last 12 months.** Selectee *must meet the minimum requirements for each fitness component* in addition to an *overall composite of 75 or higher* for entry into the AGR program. ******For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
4. **Required**, *if applicable*: A signed memo to willingly take a demotion; for enlisted members, higher ranking to the appointment factors.
5. **Optional:** DD214s, EPRs/OPRs, Resume, letters of recommendation
6. **Optional:** Current Preventative Health Assessment (PHA)/physical qualification status:
   - Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.
   - Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

## SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address: ***ng.tx.txarng.list.hro-agr-air@mail.mil*** **no later than 2359 Central Time** on the closeout date of the job announcement. Applications *must* be complete upon initial submission in one single PDF package, emailed with the proper naming convention of Last Name-Announcement number **(i.e. Last Name-AGR-18-XX)** in the subject line. Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified.

**Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII)*; such as SSN, DOB, home/mailing address, height, weight, Body Mass Index, marital status, number of dependents, religious preference.*** Copies of official transcripts will be accepted (see if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory requirements, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

**Applications will be reviewed after the close out date.** Disqualification notifications will be emailed to applicable applicants NLT *10 days after* the announcement *close date*. **If you need to update a previously submitted package**, and it is before the closeout date, you *must* send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format **(i.e. "Update Last Name-AGR-18-XX")**

## REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.