

**WISCONSIN AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT NUMBER: 21-003 ANG**

**OPENING DATE:** 08 October 2021

**CLOSING DATE:** 22 October 2021

**FILL DATE:** TBD

**POSITION TITLE:** Aviation Resource Management

**AFSC REQUIREMENTS:** 1C072

**MINIMUM SKILL LEVEL REQUIRED:** 5 Skill Level

**GRADES AUTHORIZED TO APPLY:** E5– E7

**UNIT/LOCATION:** 115 OSS, Madison, WI

**AREA OF CONSIDERATION:** Open to all eligible to enter the WI ANG AGR Program

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
2. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
3. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
4. **Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.**
5. **While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.**
6. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. **Member must remain in initially assigned position for a minimum of 24 months.**
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

### BRIEF DESCRIPTION OF DUTIES:

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.

### SPECIALTY QUALIFICATIONS:

**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. Qualification 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: 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.

## HOW TO APPLY

All documents must be personally identifiable and must include date if required.

All applicants must submit a complete application packet to HRO to be considered for an AGR position. All Applicants must submit an application that includes the following:

- Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**
- NGB Form 34-1** (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- Record Review RIP (NOT point credit summary or Career Data Brief)** complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPPF. If you cannot pull contact your A1.
- Member Individual Fitness Report**. All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date). Will not accept the "I AM FIT" report.
- Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- DMA FORM 181-E** (Race and National Origin Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to AGR POCs MSgt Melanie Kasten, SGT Jonathon Vanschyndel and SSgt Toni Trentadue: [melanie.l.kasten.mil@mail.mil](mailto:melanie.l.kasten.mil@mail.mil), [jonathon.j.vanschyndel.mil@mail.mil](mailto:jonathon.j.vanschyndel.mil@mail.mil) and [toni.m.trentadue.mil@mail.mil](mailto:toni.m.trentadue.mil@mail.mil). An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3723 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. **HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

3. Questions regarding this announcement may be referred to AGR Staffing, Comm (608) 242-3723 DSN 724-3723 or e-mail [ng.wi.wiang.mbx.hro-internet-feedback@mail.mil](mailto:ng.wi.wiang.mbx.hro-internet-feedback@mail.mil)