





# District of Columbia Air National Guard

Is an Equal Opportunity Affirmative Action Employer

**Announcement Number:** 14-363

**Position:** Aviation Resource Management Specialist

**Brief Description of Duties:**

Plan, implement, and control all operational administrative aspects of aircrew resource management, aircrew training, aircrew incentive pay, various Air Force forms, Aviation Resource Management Systems (ARMS) control, ARMS interfaces, operational reports, technical guidance, and training of assigned aviation resource management personnel. This is accomplished through the: interpreting and administering of laws and regulations; directing, controlling, and monitoring the resource and training requirements of assigned rated and non-rated aircrew for mission accomplishment and safety of flight; and serving as the overall ARMS database manager, analyst, and administrator for the Wing.

1. Must have a SECRET security clearance or be able to obtain one within 6 months.
2. Selectee must agree to attend the first available qualification course OR already be AFSC qualified in the 1C0X2 career field.
  - \* If not AFSC qualified, prior qualification in any AFSC at the 5 skill level is required and member must have a minimum aptitude score of M: 55 or G: 72.

**Specialized Experience:**

Must demonstrate **eighteen (18) months** experience in which the following Knowledge, Skills and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements:**

- A. Skilled in evaluating the effectiveness of the ARMs program and in developing strategies for necessary improvements.
- B. Skill in flight management principles and methods, to include ARM systems and Oracle Browser.
- C. Ability to determine eligibility and entitlement of incentive pay, publish aeronautical and military pay orders, review information received from finance, medical, personnel, and maintenance for use in the review and auditing of flight records.
- D. Skilled with supervising and managing enlisted personnel and experienced with issues of career and professional development, and with mentoring enlisted personnel.

**Eligibility Requirements:**

Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.

1. Service members whose initial DCNG AGR order places them at 18 years or more of Total Active Federal Military Service (TAFMS) will require a signed and approved sanctuary waiver prior to beginning tour.
  - \*This requirement is not applicable to service members with over 18 years TAFMS.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Wing MDG.
3. Must meet all eligibility requirements in accordance with ANGI 36-101

**AGR Employment Points of Contact:**

HR Specialist: TSgt Angel Love-Shorter / angel.d.loveshorter.mil@mail.mil / 202-685-9778 (DSN 325-9778)  
 AGR Manager: CPT Ryan McBride / ryan.mcbride@us.army.mil / 202-685-9779 (DSN 325-9779 or follow us on  TWITTER @NGDCHRO.

**This announcement must be posted on unit bulletin boards until the day following the close date**