

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

2 December 2015

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-140**

**POSITION:** Aviation Resource Management Specialist (D1891000) (GS-2101-07/09) EXCEPTED POSITION

**LOCATION:** 101<sup>st</sup> Operations Support Squadron, Bangor, Maine

**SALARY RANGE:**

\$39,570 to \$51,437 per annum **GS-07**

\$48,403 to \$62,920 per annum **GS-09**

**CLOSING DATE:** 16 December 2015

**AREA OF CONSIDERATION:**

**AREA I:** All permanent and indefinite Enlisted Technicians (**E6 and below**) in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

**AREA II:** All members (**E-6 and below**) in the Maine Air National Guard.

**PERMANENT CHANGE OF STATION:** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to GS-09 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training interpreting, explaining, and/or applying a variety of regulations and procedures. Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE:** Must have twelve (12) months experience for GS-07 and twenty-four (24) months experience for GS-09 which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Ability to perform complex administrative tasks accurately and effectively.
2. Skill in gathering information and data for preparing reports.
3. Skill in interpreting rules, policies and regulations.
4. Ability to operate various computer systems and software programs.
5. Ability to communicate effectively both orally and in writing.

GS-09

1. Knowledge of various aviation management programs, policies and requirements to provide guidance and advice.
2. Skill in researching, interpreting, analyzing and applying Aviation Management regulations regarding eligibility and entitlement to incentive pay.
3. Ability to manage and ensure accuracy of all aircrew flying hours.
4. Ability to install, maintain and work with the Aviation Resource Management System (ARMS) and Oracle Browser.
5. Ability to train new users on security and use of various software programs.
6. Skill in designing, developing and using reports to provide management with aviation related data.

**COMPATIBILITY CRITERIA: AFSC: 1C7XX, 1C0X2,**

**NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

**INCENTIVE PROGRAM:** Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS  
MAJ, AG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

**a. INTRODUCTION**

This position is located in the Air Operations Division of an Air National Guard Aviation Wing. It's purpose is to: plan, implement, and control all operational administrative aspects of aircrew resource management, aircrew training, aircrew incentive pay, various Air Force forms, Aviation Resource Management System (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. As required, the position periodically performs Flight Services Specialist duties.

**b. DUTIES AND RESPONSIBILITIES**

(1) 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.

(2) 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 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.

(3) 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.

(4) 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 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.

(5) Performs other duties as assigned.