

IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD
NGIA-HRO-AGR
7105 NW 70TH AVENUE
JOHNSTON, IOWA 50131-1824

Announcement Number: 26-015AF

Closing Date: 05-Apr-26

POSITION DESCRIPTION:

POSN TITLE: AVIATION RESOURCE MANAGEMENT

AFSC: 1C0X2 **VICE:** STRONG

Max: E-5 **Min:** E-3

SELECTING SUPERVISOR INFO:

MSgt Melody Tissue, 515-261-8476,
melody.tissue.3@us.af.mil

UNIT OF ASSIGNMENT:

132D WING
DES MOINES, IA

FAC: 32D200

POSITION #: 104912234

**Permanent Change of Station (PCS)
may be authorized if in the best
interest of the government.**

WHO MAY APPLY: Nationwide - All Branches of military service and prior service. Must become a member of the IA ANG.

ASVAB LINE SCORES

ADMIN-41

PULHES:

333233

Additional Restrictions:

AFSC not open to non-United States Citizens.
AFSC's identified are open to United States
nationals.

AREA OF CONSIDERATION:

AFSC: FULLY QUALIFIED 1C052 OR 1C072

INITIAL

*******Checklist must accompany all applications*******

- _____ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- _____ 2. Copy of Records Review List (RIP).
- _____ 3. AF 422 (Physical Profile Serial Report).
- _____ 4. Copy of most recent Report of Individual Fitness from myFitness through the myFSS platform.
- _____ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- _____ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- _____ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22's.
- _____ 8. Technician/Traditional Airman Only - Points Credit Summary.
- _____ 9. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

**** Submit entire packet as one document. PDF Portfolios will not be accepted. ****

CAUTION:

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

DESCRIPTION OF DUTIES:

The Aviation Resource Management Specialist (ARMS) is responsible for managing, maintaining, and updating aircrew flight records and training documentation for MQ-9 Reaper operations. This role ensures accurate tracking of aviation qualifications, mission readiness, and compliance with Air Force regulations and policies. The specialist works closely with aircrew, leadership, and operations personnel to support mission success and ensure operational effectiveness. The ARMS Specialist maintains, updates, and audits aircrew flight records and aviation resource data, ensuring compliance with Air Force regulations and mission requirements. They manage aircrew training and qualification records, track and validate flight hours, mission data, and aircrew currencies, and coordinate with operations, scheduling, and training personnel to support flight readiness. Utilizing the Aviation Resource Management System (ARMS), the specialist inputs, retrieves, and analyzes aircrew data while preparing reports and briefings on aircrew status, qualification trends, and mission readiness.

The position requires knowledge of ARMS and related database functions, along with a strong understanding of Air Force regulations governing aircrew training and flight records. Candidates should have proficiency in Microsoft Office applications, strong attention to detail, and the ability to maintain accuracy and confidentiality when handling sensitive information. Excellent communication and interpersonal skills are essential for coordinating with aircrew and leadership. Prior experience in aviation resource management or AFSC 1C0X2 qualification is preferred.

Work Environment:

This is an office-based position with core duty hours, requiring interaction with aircrew, operations personnel, and leadership to ensure mission readiness. The role demands strong organizational skills and the ability to work independently while maintaining a high level of data integrity and compliance with Air Force policies

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet requirements as stated in the "Areas of Consideration".
 2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
 3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
 4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
 5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
 6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
 7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
 8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
 9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
 10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
 11. Existing Iowa ANG Promotion policies apply.
 12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
 13. It is mandatory that the appropriate Military Uniform be worn.
 14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.
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APPLICATION RECEIPT:

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1530 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document. PDF Portfolios will not be accepted.

THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or sex.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS:

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

QUESTIONS ABOUT POSITION OR BOARD INFORMATION:

Contact Selecting Supervisor listed in the top right hand corner of page one.

QUESTIONS ABOUT POSTING:

515-252-4681, 515-252-4514, or 515-252-4751